





Pandemic Outbreak Recovery Plan

Update as of March 10, 2021
Office of Emergency Management



Introduction	1
Criteria & Guidance.....	2
Recovery Phases	4
Phase 1	4
Phase 2	7
Phase 3	10
Academic Recovery	11
Summer 2020	11
Fall 2020	13
Human Resources	15
Communication	15
Workplace Flexibilities and Protections.....	15
PPE	16
Employee Benefits.....	17
Health Screenings	18
Basic Infection Prevention Measures	19
Training.....	19
Contingency Plans.....	20
Contact Tracing.....	21
Student Self-Reporting Protocol	22
Employee Reporting Protocol	23



Building Air Filtration and Circulation	24
Building Heating, Ventilation and Air Conditioning (HVAC)	
Operations	24
HVAC Maintenance Procedures	25
Cleaning Protocols	26
Enhanced Daily Cleaning Protocols.....	26
Cleaning Protocols Post-Virus Exposure	27
Temperature and Symptom Screening Protocols	30
Screeners	30
Designated Screening Areas	31
Screening Process	31
Privacy	32
Plan Sources and Guidance.....	34

Introduction

The Pandemic Outbreak Recovery Plan is activated under the Miami Dade College (MDC) [Comprehensive Emergency Management Plan](#) (CEMP) Pandemic Outbreak Annex and directed by the District Incident Commander pursuant to a declared College State of Emergency.

This plan aligns with federal and state recovery and reopening guidelines for a pandemic that required a cessation of College operations. The MDC Pandemic Recovery Plan Annex provides guidance for a three-phased approach to safely resume all normal college operations and instructional modalities.

Criteria & Guidance

The MDC recovery phase from a pandemic/public health emergency will be implemented in concert with local and regional emergency operation centers (EOC). Florida State government and local health authorities must confirm a 14-day downward trend in influenza-like illness (ILI) or novel illness-like cases, documented cases or tests as a percent of total tests (assuming flat or increasing volume of tests); and maintain a robust testing program, including emerging antibody testing.

The MDC District Crisis Management Team will monitor the Centers for Disease Control and Prevention (CDC) and Florida Department of Health (FLDOH) case tracking for situational awareness. The College will coordinate with the Florida Department of Education (FLDOE) and the [Florida College System \(FCS\)](#) before activating any section of this plan to ensure the health and safety of all students, faculty, and staff.

This plan requires that the College, in accordance with federal, state, and local regulations and guidance, and informed by best practices, follows all required social distancing; require appropriate personal protective equipment (PPE); and maintain MDC's enhanced cleaning protocol (ECP) for all common and high-traffic areas. **Unless otherwise specified, requirements in each MDC Recovery Phase shall apply in the event of conflict with any federal, state, or local regulations and guidance.**

Workforce contact tracing for employees who tested positive for ILI or novel illness-like cases will be conducted in accordance with the provisions of [College Procedure 1595 Medical Emergency Response for Communicable Diseases](#). The

Human Resources section of this recovery plan includes details on reporting, tracking, and tracing steps to mitigate the spread of the communicable pandemic disease/virus for all phases.

To support the nation's critical infrastructure sector functions, including law enforcement and healthcare, or other sectors identified by the College as requiring face-to-face instruction, MDC will allow certain academic and testing exceptions to be performed on campus. All programs must submit a detailed plan that adheres to strict social distancing regulations in accordance with CDC recommendations; enforce all Personal Protective Equipment (PPE); and screen individuals entering the campus/site.

Recovery Phases

General guidance for students and employees for all phases

- Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity.
- Continue to adhere to state and local guidance as well as complementary CDC guidance, particularly with respect to facial coverings.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid touching your face.
- Stay home when ill; do not go to work or school.
- Be in contact with and follow the advice of your medical provider.
- **Unless otherwise specified, requirements in each MDC Recovery Phase shall apply in the event of conflict with any federal, state, or local regulations and guidance.**

Phase 1

- Timeline Period: Effective June 1, 2020
- All vulnerable individuals should continue to shelter in place
- Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home; precautions should be taken to isolate from vulnerable resident
- Classroom settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed
- Face coverings/mask are required while on all campuses/centers
- Notification of a phase change will be triggered 48 hours before moving to the next phase and related action steps

This phase was activated on June 1, 2020. During this phase, remote work will be encouraged and continued, whenever possible and feasible to ensure continued College operations.

All face-to-face academic instruction will remain in a remote learning environment. Limited exceptions may be granted as per the *Academic Recovery* section of this plan.

All travel abroad or study abroad programs will remain postponed.

Non-essential travel will be restricted and must have approval of the College EOC and/or Executive Decision Team.

All conference rooms, lounges, breakrooms, and/or common areas with a capacity of 10 or more will be restricted to maintain appropriate social distancing protocols, as well as the wearing of PPE, as directed by state, and local health officials. College meetings should remain virtual using approved software/platforms.

A phased recall of all critical and essential employees and/or essential functions for district/campus departments will be activated in accordance with the [College Procedure 2520](#).

Area heads and managers will need to evaluate their common or open work areas to ensure social distancing and load capacity are reduced as mandated by state and local health officials. Personnel may be expected to alternate onsite work and remote work rules in accordance with College Procedure 2128 [Emergency Remote Work](#).

Mission-Essential Functions are tasks that require College staff to return to campus facilities to perform mission-critical actions that cannot be performed remotely to successfully ensure the college continuity of operations and to prepare for phase 2 of this plan.

District Mission-Essential Functions

- Business Affairs
- Human Resources
- Facilities Management
- Legal Affairs
- Information Technology
- Communications

Campus Mission-Essential Departments

- Public Safety
- Campus Services
- Mail Room/Copy Center (limited staff)
- Administrative Services
- Campus Network Services
- Dean of Faculty offices (limited staff)

Phase 2

- Timeline Period: Upon observation of a 14-day sustained, average positivity rate of less than 10%, trending downward (toward 5%)
- Close common areas where personnel are likely to congregate and interact or enforce moderate social distancing protocols
- All individuals, when in public, should maximize physical distance from others
- Social settings of more than 20 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed
- Elevator use/occupancy will be limited to 1 or 2 person(s) to ensure social distancing requirements
- Temperature and symptom checks will be conducted during phase 1 and 2 for campus entry and wristband are required.
- Face mask are required while on campus/centers
- Notification of a phase change will be triggered 48 hours before moving to the next phase and related action steps

Phase 2 is contingent on local public health officials' guidance that ILI or symptomatic cases indicative of the pandemic health emergency show no evidence of a rebound; and cases continue to decrease in the local region within a 14-day cycle.

MDC's Executive Decision Team will use Miami-Dade County gating criteria that reflects a sustained positivity rate of less than 10%, trending downward (toward 5%), for a 14-day average as the determining threshold to return of students and programs to campus while adhering to all social distancing mandates, as well as the wearing of PPE, as recommended by state and local health officials. Reduced classroom capacity, face-to-face and blended instruction will be delivered on

campus in a modified phase 2 if the aforementioned threshold is verified by the local health dashboard.

MDC staffing levels will be determined based on the need and function of each individual department and to support approved on-campus programs.

Department heads must assess each department space such six-feet of social distance are maintained between workspaces and employees at all times and/or occupancy does not exceed 50% capacity. Increased-risk, at-risk, or vulnerable employees may be approved for continued remote work if it is determined that the full scope of the employee's job may be performed remotely. Additional information on how to obtain approval for remote work for these vulnerable populations can be found in the *Human Resources* section of this recovery plan. During Phase 2, faculty may conduct office and campus hours remotely.

The ECP and custodial task force will remain activated College-wide.

MDC libraries, computer courtyards, and other academic support areas can resume operations, provided that they adhere to CDC guidance and capacity load as mandated by state and local health officials and by Executive Order.

Testing centers can resume operations, provided that they adhere to CDC guidance and capacity load as mandated by state and local health officials and by Executive Order.

Dining services, cafes, and bookstores can resume operations, provided that they adhere to CDC guidance and capacity load as mandated by state and local health officials and by Executive Order. Interior seating areas will be restricted.

General public spaces at MDC (e.g., Tower Theater, Freedom Tower, and gallery spaces), can resume operations provided they maximize physical distance

between patrons. Occupancy capacity can operate at 50% of the maximum load but cannot exceed 250 people. The College will reserve the right to use all assembly areas for instructional spaces as needed.

Exterior athletic/fitness and aquatic center can resume limited operations, provided that they adhere to CDC guidance and capacity load as mandated by state and local health officials and by Executive Order. Internal fitness spaces remain closed unless a modified phase 2 is approved by the College President or District Incident Commander.

Student services areas such as advisement, financial aid, registration, etc., may resume operations, but must adhere to social distancing and facial covering mandates.

All College services/department areas will be required to modify operations to achieve mandated social distancing requirements including:

- Closing all waiting and seating areas
- Modifying service desk/station configuration to maximize social distance
- Installing physical barriers, such as clear plastic sneeze guards where proper social distance is difficult to maintain (e.g., front desk/reception area)
- Require appointments for face-to-face meetings

The space assessment task force has been charged to determine the appropriate capacity for classrooms, labs, and other spaces to achieve a safe learning environment under current guidelines.

Phase 3

- Timeline Period: Upon observation of a 14-day sustained, average positivity rate of less than 3%, among other factors that may contribute to the College decision to transition to the next phase
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed
- The wearing of face mask or covering may be discontinued or as recommended by public health authorities in phase 3
- MDC will consider CDC guidance for individuals that have taken the pandemic vaccine

Resume unrestricted staffing.

All face-to-face classes can resume normal operations.

Child day care operations may gradually open during phase 3, with specific social distancing rules as needed.

All business travel may resume as per normal College approval procedures.

Academic Recovery

This *Academic Recovery* section describes the general parameters of a return to campus-based academic operations, including a phased-in approach to a return to face-to-face instruction. This plan does not address classes scheduled as MDC Online. It is important to note that academic recovery is contingent upon the overarching *MDC Pandemic Outbreak Recovery Plan* in conjunction with federal, state, and local guidelines in place at the time. Adjustments will be made as necessary to ensure the health and safety of students and faculty.

Academic Terms

Remote and online learning will continue for designated instructors and academic programs. Exceptions will be made on a case-by-case basis for those programs critical to the nation's infrastructure section functions, including law enforcement and healthcare, or as identified by the College as requiring face-to-face instruction. The classes for these prioritized programs will be delivered in a blended modality thereby limiting face-to-face instruction only to those components deemed necessary unless otherwise approved by the Executive Vice President and Provost.

Face-to-face instruction will comprise learning activities that are precluded from remote instruction, such as hands-on and experiential training and assessment. This includes career and technical education (CTE) programs that require hands-on, experiential learning required by a regulatory or specialized accrediting agency or programs/classes that require specialized equipment only available on campus.

For CTE programs, the Academic School Deans (including those at the Medical Campus), in consultation with the Vice Provost for Academic Schools, will develop a re-entry plan, including rotation scheduling, that complies with CDC recommendations ensuring the health and safety of students and faculty. For all other programs, the Lead Discipline Dean, in consultation with the Vice Provost for Academic Affairs and the Dean of General Education, will develop a re-entry plan.

Re-entry plan guidelines will be delivered to each discipline lead for the development of a re-entry plan. Re-entry plans must include, but are not limited to, the following:

- Rotation schedule
- Physical arrangements for classrooms and labs to maintain appropriate social distance
- Use of face coverings and other protective equipment (if appropriate)
- Faculty and student safety precautions, to include incident response protocols
- On-campus academic administration presence and oversight during on-campus instruction
- A target date to submit confirmation of readiness to return to campus-based academic operations will be set by the College EOC

All on-campus activity will adhere to specified criteria included in the MDC Pandemic Recovery Plan, including social distancing protocols and the use of PPE to ensure the health and safety of students and faculty.

Prior to submission to the Vice Provosts for Academic Affairs and Academic Schools, all re-entry plans must be vetted with the Director of Campus

Administration and approved by the Campus President for the campus(es) where the programs are offered. The Executive Vice President and Provost and the Director of Emergency Management will consider all re-entry plans for approval prior to implementation.

The list of programs and courses that are authorized to be delivered utilizing fully face-to-face instruction during all future academic terms will be provided to each Dean of Faculty.

Academic Modalities

It is important to note that a switch to on-campus instruction will only occur if the pandemic recovery threshold criteria is met under each Phase and the College President authorizes the return of students and faculty to return safely in accordance with the Florida Department of Health and Center for Disease Control (CDC) guidelines. Students will have various options to register for classes that fit their individual needs.

The two types of classes that students will not be expected to attend on campus are MDC Live and MDC Online:



MDC LIVE – Learning Interactively in a Virtual Environment

Take virtual classes from anywhere and interact in real time with professors and classmates on scheduled days and times, as you would in person.

Where: Virtually

When: Scheduled meeting days and times



MDC Online

Online classes with the option to complete coursework on your own time and at your own pace, while still meeting weekly and term deadlines.

Where: Virtually

When: Flexible days and times

The two types of classes that allow students will be to come to campus and attend class in-person are face-to-face and blended:



MDC In-Person

Take classes on campus while following social distancing protocols, including wearing a face covering and staying six feet apart from others.

Where: On campus

When: Scheduled meeting days and times



MDC Blended

A mix of online and traditional in-person instruction. Social distancing protocols will be followed when meeting in person.

Where: On campus and virtually

When: Mix of scheduled and flexible days and times



Human Resources

This section describes the human resources parameters for return to campus-based employment operations including a phased-in approach to a return to face-to-face work. It is important to note that a return to campus-based employment operations is contingent upon the overarching *MDC Pandemic Outbreak Recovery Plan* in conjunction with federal, state, and local guidelines in place at the time. Adjustments will be made, as necessary, to ensure the health and safety of employees and students.

Employees will return to the workplace in three phases as outlined in the sections above.

Human Resources (HR) will function as an agent of pandemic recovery through overall leadership in all elements of employee-related matters. These elements are highlighted in the sections that follow.

Communication

Communication is key to establish a climate of employee awareness and compliance. Human Resources will continue communication with the workforce to mitigate employee anxiety by adapting change management communications strategies that are welcoming to employees and that underpin a successful return; address the details of the transition; and anticipate employee questions and concerns.

Workplace Flexibilities and Protections

Human Resources will develop and/or modify policies and practices important for setting the expectations for employees. HR will ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

HR will support the development of Collegewide strategies for:

- Social distancing in the workplace, including capacity limitations and workspace configurations

- Environmental and engineering controls such as high-efficiency air filters, increasing ventilation rates in the work environment, and physical barriers

HR will support the development of Collegewide strategies for:

- Social distancing in the workplace, including capacity limitations and workspace configurations
- Environmental and engineering controls such as high-efficiency air filters, increasing ventilation rates in the work environment, and physical barriers

HR will consult with Campus/Department leadership on:

- Creating flexible/staggered schedules and work procedures to minimize physical contact
- Distinguishing jobs that may be performed remotely from those which must be performed on campus

HR will advise leadership and employees on these flexibilities and precautions. HR will continue administration of procedures and set in place controls necessary to address workers' individual risk factors identified by the Center for Disease Control and Prevention (CDC) (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).

Employees who request exceptions to continue working remotely under the CDC's increased risk categories (age 65 years or older and underlying medical conditions), or are a primary caretaker for a vulnerable individual may submit a request for continued remote work during Phases 1 and 2 as follows: (official documentation to HR for review and approval is required)

- Full-time and Adjunct Faculty individual employee requests to OEOPCOVID@mdc.edu
- Full-time and Adjunct Faculty caring for vulnerable family members requests to HRBCIS@mdc.edu
- Non-instructional personnel email for self or as a caregiver for vulnerable family members requests to RemoteReqNI@mdc.edu

HR will ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

PPE

HR, in conjunction with the Office of Emergency Management, will advise managers regarding provision of PPE to safeguard employee health. The types of PPE required during the outbreak will be based on the risk of being infected with ILLI or novel illness-like cases while working and job tasks that may lead to exposure.

Examples of PPE include gloves, goggles, face shields, face masks, body coverings and respiratory protection, when appropriate. During an outbreak of an infectious disease, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of ILLI or novel illness-like cases. HR will coordinate with Risk Management regarding relevant OSHA updates and consult the CDC website regularly for updates about recommended PPE.

All employees are expected to follow the appropriate protocols for PPE as established by the College under the guidance of the CDC. Any employee who fails to comply may be subject to progressive disciplinary process up to and including termination of employment.

All types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Employee Benefits

In order to alleviate employee concerns regarding key benefits such as health plans, dependent flexible spending accounts, public transportation passes, etc.,

HR will regularly update employees on their available benefits and any relevant changes including, but not limited to:

- Information regarding health plan resources available during the pandemic
- Benefit changes employees may have made – such as reducing contributions to dependent care assistance flexible spending accounts – as allowed under the federally approved acts and implemented by the College. Employees will be reminded to select these benefits again when they return to on-site work (Phase 3).
- Wellness programs to support the physical and mental well-being of employees

Health Screenings

HR will coordinate any health screening required to ensure employee health before returning to campus during Phase 1 and 2. The most common health screening will be temperature and symptom checks. In addition, a comprehensive set of questions will be used to assess an individual's risk for exposure. Detailed information on temperature and symptom screening can be found in the *Protocols* section of this recovery plan.

The CDC and state and local health authorities have acknowledged community spread of ILI or novel illness-like cases, and have issued related precautions, including allowances for employers to measure employees' body temperatures.

- The College will determine the method and frequency for temperature screening based on CDC recommendations. Human Resources in collaboration with the Office of Emergency Management will identify employees to administer the screenings
- Provide proper training, personal protective equipment, a no-touch thermometer
- Provide training on employee confidentiality
- Provide step-by-step guidance and forms to each campus
- A cool down area will be provided to conduct secondary temperature checks if the first reading is 100.4 or above

Temperature checks alone are an imperfect measure and will be just one of a variety of tools used to prevent and control the spread of ILI or novel illness-like cases in the workplace. Individuals conducting temperature screenings will also ask employees a comprehensive set of questions to determine risk for exposure. These questions may include, but are not limited to the following:

- Is the employee exhibiting any symptoms of ILI or novel illness-like cases (e.g., fever, coughing, shortness of breath)?
- Does the employee have any other high-risk factors as described by the CDC?

Additionally, supervisors should request that employees take their own temperatures before coming to work and require them not to report for work if they have a fever. If an employee calls in sick, the supervisor may ask the employee if they are experiencing ILI or novel illness-like symptoms.

Employers will maintain all information about employee illness as a confidential medical record in compliance with the ADA.

Basic Infection Prevention Measures

HR will promote good hygiene and infection control practices to include:

- Frequent and thorough hand washing, including by providing employees, students, and visitors with a place to wash their hands.
- Encouraging employees to stay home if they are sick
- Encouraging respiratory etiquette, including covering coughs and sneezes with the inside bend of their arms
- Providing tissues and trash receptacles
- Discouraging employees from using others' phones, desks, offices, or other work tools and equipment, when possible
- Maintaining regular housekeeping practices, including routine cleaning, and disinfecting of surfaces, equipment, and other elements of the work environment

Training

HR will continue, in conjunction with the Center for Institutional and Organizational Learning (CIOL), to offer proactive virtual training to help employees learn new patterns of behavior and develop an understanding of the new normal for the workplace. Additionally, HR will continue to communicate frequently to make employees aware of the changes designed to keep everyone safe and healthy; provide details of the changes; and encourage employees to participate and comply with new work practices, within the parameters set forth in the College's *Pandemic Outbreak Recovery Plan*.

Contingency Plans

HR will assist in the development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services

Contact Tracing

The reporting and tracking of ILI or novel illness-like cases related cases is conducted by Human Resources Office of Equal Opportunity Programs/ADA/Title IX in accord with College Procedure 1595 Medical Emergency Response Procedures for Communicable Diseases. Students, Faculty and Staff shall self-report all COVID-19 related cases through the Contact Tracing Application.

Methods to access the MDC COVID-19 Self-Reporting Tool for students and employees are listed below.

Students have two options:

1. Through the MyMDC mobile app (app will redirect them to the COVID-19 contact tracing site which can be accessed from the MDC Coronavirus webpage)
2. By visiting the MDC Coronavirus webpage directly:
<https://www.mdc.edu/coronavirus/>

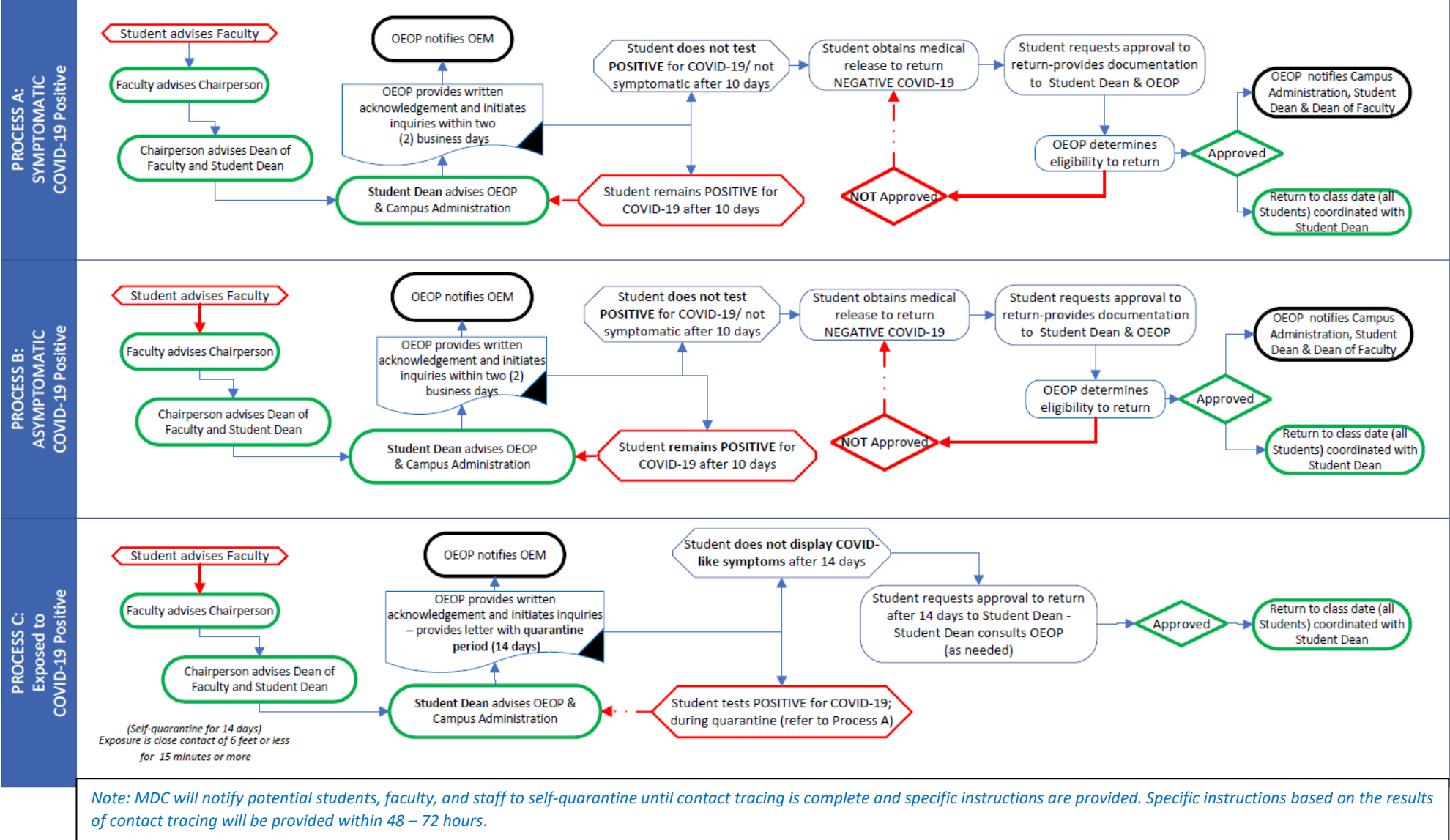
Faculty, Employees, and Vendors/Consultants have one option:

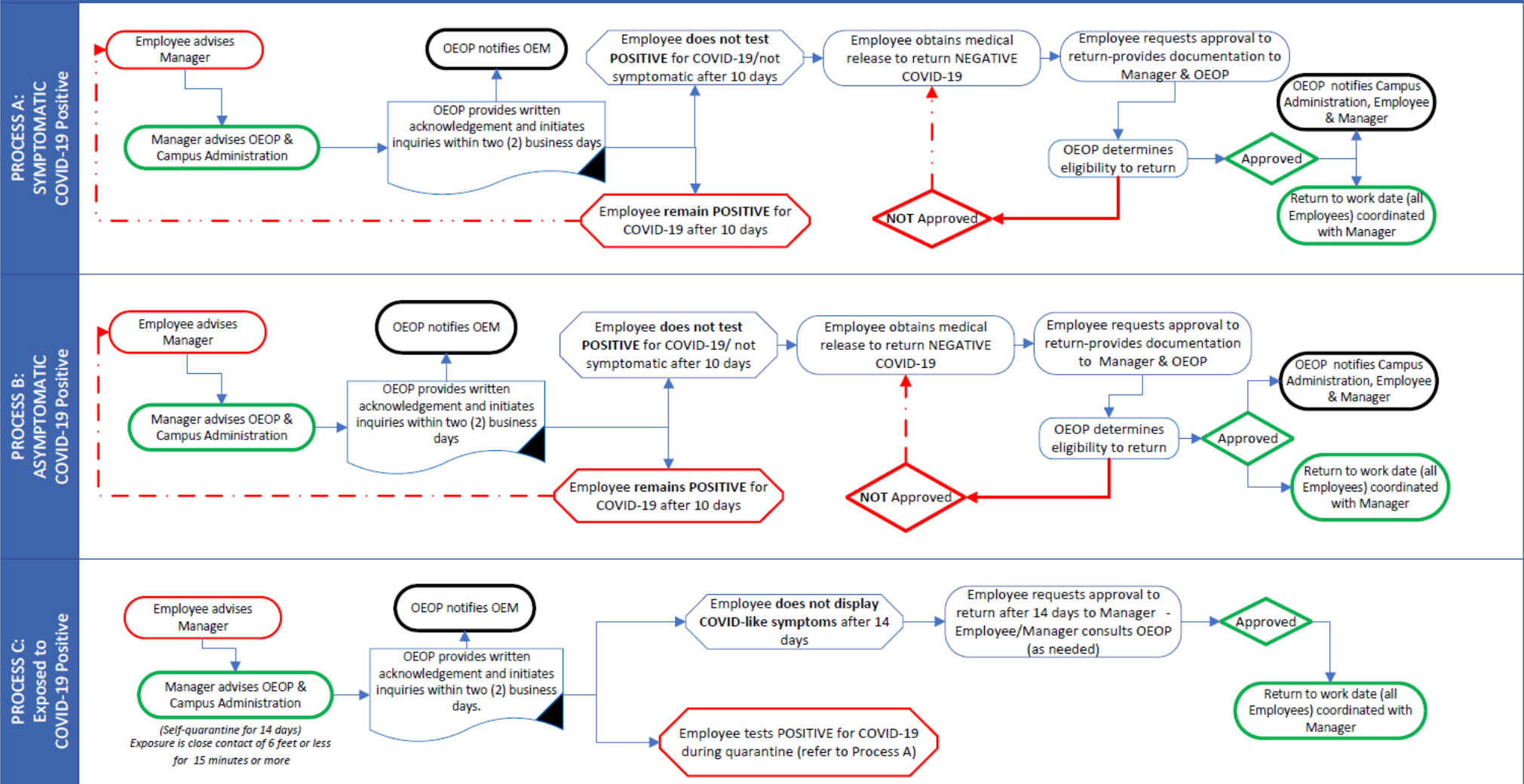
1. Visiting the MDC coronavirus webpage:
<https://www.mdc.edu/coronavirus/>

Reporting, tracking, and notification will be followed according to the student and employee workflow illustrated on p.22 and p. 23.

Close Contact: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

In addition to the established COVID-19 Self-Reporting Tool, college officials identified in the Student and Employee Reporting flowchart will be required to follow the established reporting structure on page 22-23. As long as the faculty is following reporting protocols and any student identifying information is disclosed to appropriate College officials so that they can take the necessary actions, there will not be an unlawful disclosure of the student's personal information.





Note: MDC will notify potential staff to self-quarantine until contact tracing is complete and specific instructions are provided. Specific instructions based on the results of contact tracing will be provided within 48 – 72 hours.

Building Air Filtration and Circulation

To provide a safe and comfortable learning environment for the faculty and students returning to campus during each recovery phase, it is the goal of the college to implement best practices in our operations henceforth to meet or exceed the guidelines set forth by the CDC and follow the recommendations of American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) to the greatest extent possible.

Facilities is providing enhanced air filtration by increasing the Minimum Efficiency Reporting Value (MERV) of the air filters, where appropriate, up to MERV 14.

The outside air volume will also be increased and closely monitored to balance air changes with humidity and temperature control.

Building Heating, Ventilation and Air Conditioning (HVAC) Operations

In accordance with the ASHRAE recommendations from the *ASHRAE Position Document on Infectious Aerosols*, Miami Dade College will implement the following procedures across the College:

- Maintaining appropriate temperatures and humidity controls.
- Increase outdoor air ventilation, where appropriate.
- Improve central air and other HVAC filtration to MERV-14, where appropriate.
- Keep systems running longer hours, when, and where needed.

HVAC Maintenance Procedures

In accordance with best practices, all maintenance performed on air handling equipment shall be performed following the procedures outlined in the *ASHRAE Position Document on Infectious Aerosols*, to include the following:

- All maintenance performed on HVAC equipment will be performed with the unit off and following all prescribed guidelines based on the type of equipment.
- All work being performed on the equipment in the air stream shall be done while wearing proper PPE consisting of, at minimum, facial covering, and gloves.
- Filters shall be carefully removed and bagged inside the mechanical room or on the roof where applicable. The coil shall be treated with an appropriate disinfectant and new filters shall be installed.
- Regular inspection of air handling unit interiors for conditions that could promote viral or bacterial growth followed by prescribed cleaning using a disinfecting cleaner for said purpose.

Cleaning Protocols

In alignment with the CDC and Florida Department of Health recommendations, Miami Dade College is taking measures to prevent community spread of ILI, which includes undertaking frequent enhanced cleaning and disinfection procedures. A cross-functional team consisting of Campus Services supervisors who oversee custodial functions developed enhanced cleaning protocols (ECP) for the College to follow during a public health situation. Regular cleaning and disinfection of high-touch surfaces and key campus areas are an important part of preventing and minimizing the spread of any virus in the campus environment. All MDC campuses are equipped with EPA-approved biocides. In addition, hand sanitation and wipe stations have been deployed across high-traffic areas on each campus.

Enhanced Daily Cleaning Protocols

In order to maintain the health and safety of all students, faculty and staff, the College has implemented an enhanced daily cleaning protocol.

The protocol requires twice a day cleaning and disinfecting with a germicidal-solution in all areas of College buildings. In addition, high-touch and high-traffic areas and surfaces will be cleaned more frequently. Examples include but are not limited to:

- Bathrooms (every 2 hours)
- Doorknobs, door frames and other frequently touched areas on the door
- Light switches and elevator buttons
- Tables, chairs, and counter tops
- Water fountains
- Other high-traffic surfaces.

Additionally, campus custodial personnel will activate the ECP between scheduled classroom instruction. The ECP process includes:

The use of an electrostatic sprayer or other approved cleaning methods will be used prior to the next scheduled face-to-face course to deliver EPA-approved germicidal solution to desks and other high-touch areas.

Cleaning of hard surfaces using a germicidal agent. Examples of high-touch hard-surfaces include but are not limited to:

- Student desks/tables
- Door handles
- Light switches
- Instructor stations
- Computer stations, mice, keyboards, and other classroom technology

Cleaning Protocols Post-Virus Exposure

As a part of the Miami Dade College Pandemic Outbreak Recovery Plan, thorough cleaning of buildings that were exposed to the virus is mandated. Such cleaning will take place before the all-clear is issued to reoccupy the building. Following such cleaning and before the all-clear is issued, the above described maintenance shall be performed to the HVAC equipment.

The following protocol was developed for cleaning and disinfection of affected areas (i.e., areas occupied by someone who tested positive for ILI and persons who came in close contact with them):

- Public Safety will isolate and secure the affected areas.
- The Director of Campus Administration and team leader, wearing appropriate PPE, will conduct an initial walkthrough of the affected areas to observe and document existing conditions including the presence of heavily soiled surfaces, trash, porous materials such as carpeting, tablecloths, chair covers, linens, etc.
- Any trash or leftover food items remaining in the affected areas will be placed in disposal bags, the bags must be sealed and discarded in a waste disposal container.

- For soft (porous) surfaces such as carpeted floors, rugs, and drapes, visible contamination will be removed if present and cleaned with appropriate cleaners indicated for use on these surfaces. After cleaning, and if applicable, items will be laundered in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dried completely.
- For hard (non-porous) surfaces, porous materials (e.g., papers, files, etc.) will be cleared from surfaces and placed in storage bags for 10 days.
- Pre-cleaning of heavily soiled hard surfaces (e.g., floors, table and counter tops, bathrooms, etc.) will be performed using a mild detergent or compatible cleaning solution.
- Once the affected areas have been pre-cleaned, an appropriate biocide from EPA List N will be selected and applied to hard non-porous surfaces using approved application methods as described on the product label (e.g., mop, sponge, cloth, paper towels, hand pump coarse trigger sprayer, fogger, etc. The cleaning media (e.g., sponge, cloths, towels, etc.) will be replaced frequently and will not be used for more than 60 minutes or in more than three rooms.
- The biocide will remain on the surface in accordance with the minimum dwell time listed on the product label.
- Once the dwell time has elapsed, hand wiping will be performed on high-touch surfaces (e.g., tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, etc.)
- Following wiping of high-touch surfaces, floors will be disinfected using an EPA-registered biocide using one or more approved application methods as listed on the product label (e.g., mop, auto-scrubber). If hand mopping is conducted, mopping solution will be changed at a minimum of every three rooms or every 60 minutes. Floors will be allowed to air dry.
- The team leader will perform a final inspection of affected areas and document the findings.

- The decontamination area will be cleaned and disinfected following exit of the workers.
- Remaining project-related waste will be discarded in the designated waste disposal container.

Temperature and Symptom Screening Protocols

The CDC and state and local health authorities have issued related precautions that allow agencies to measure body temperature.

A *fever* is defined by the CDC as a temperature of 100.4° F or higher. Employees, students and contractors, should take their own temperatures before coming to an MDC campus. If their body temperature reads above 100.4°, they may not report for work or enter a campus, as they would be considered to have a fever based on CDC guidelines which may place them and others at risk for COVID-19 and/or other illnesses.

Screeners

Screeners will be MDC full-time employees designated by each campus. All screeners will receive specialized training on appropriate protocols and confidentiality.

Screeners will ensure they do not have a fever before reporting to the screening location.

Screeners will be trained regarding:

- The operation and method of measurement for the specified equipment or thermometer
- Privacy protocols of the testing process for each individual, including the confidential recording of temperature readings
- Description of the screening process so they may convey the protocol to the individuals being screened
- Social distancing protocols
- Appropriate use of PPE
- Discreet communication of screening results to individuals whose body temperatures reflect a “fever.”

Screeners will be provided appropriate PPE including an N95 and facemask, gloves, eye protection, and a gown as essential precautions for both screeners' and students' protection.

Designated Screening Areas

In addition to self-screening, temperature and symptom screening will be conducted on each campus near a centralized entrance(s).

Individuals being screened will enter through the designated screening area. All individuals entering the designated screening area will be required to:

- Wear a facial covering
- Use hand sanitizer prior to getting in line for screening
- Practice physical distancing while waiting to be screened
- Provide an MDC or other ID, and in the case of students, a validated course schedule or confirmation of an appointment to be on campus

The College may use painter's tape or parking cones to create "lanes" on the floor and/or other methods to ensure individuals remain at least six feet apart during the process.

The College will utilize posters and other signage to summarize protocols for screening at the site.

Screening Process

The CDC defines a fever as a temperature of 100.4° F or higher. At a minimum, all individuals will be screened for fever. Additionally, individuals may be asked questions about other COVID-19 symptoms beyond fever (e.g., coughing, shortness of breath), as well recent travel to high-risk areas (within 14 days of screening) or potential exposure to individuals with COVID-19.

During the screening process, screeners will:

- Conduct a body temperature scan on each individual with an infrared temperature thermometer or other temperature-scanning device

- Explain the process to each individual using a prescribed script
- Individuals screened with no fever will be issued a colored wristband for entry. Such colored bands will vary by day.
- Record individual body temperatures that measure above 100.4 using the Temperature Check Form. This information will be maintained confidentially by the MDC Office of Equal Opportunity Programs/ADA/Title IX.
- Individuals who screen with fever (100.4° or higher) will be:
 - Advised to move to a more private area where a second reading will be conducted after 30 minutes. If the temperature remains above 100.4° at the second reading, the individual will not be allowed to enter the facilities that day and will be advised of next steps. This information will be managed confidentially.
 - Provided a letter which indicates they have met one or more of the criteria for temporary exclusion from entering the site and/or classroom due to the presence of fever, abnormal cough or shortness of breath, or they may have been exposed to someone with COVID-19; and that they may be required to obtain a clearance/ authorization from a medical provider before returning to any campus and/or class.
- Individuals who indicate their body temperature is routinely above 100.4 will not be allowed on campus unless they provide a supporting statement from a healthcare professional.
- Individuals with multiple questions regarding the process will be guided to a safe and private area to speak with a designated College official who will respond to their concerns.

Privacy

All communications and interactions between individuals accessing the campus and the screener are private and will not be seen or heard by any other individual, regardless of where the screening takes place.

The Campus may provide privacy screens, partitions or other barriers for each designated screener space, which are at least six feet apart or far enough apart to provide privacy for each screening experience.

Individuals who do not pass the screening protocols will be guided to a safe and private area to discuss next steps.

Plan Sources and Guidance

White House: Guidelines for Opening Up America Again.

<https://trumpwhitehouse.archives.gov/openingamerica/>

National Strategic for COVID-19 Response and Pandemic Preparedness

<https://www.whitehouse.gov/wp-content/uploads/2021/01/National-Strategy-for-the-COVID-19-Response-and-Pandemic-Preparedness.pdf>

CDC Colleges and Universities: Plan, Prepare, and Respond.

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Plan for Florida's Recovery: Safe. Smart. Step-by-Step.

<https://www.flgov.com/wp-content/uploads/covid19/Taskforce%20Report.pdf>

Recovery Readiness How-To Guide for Reopening Your Workplace.

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaid%3Ascds%3AUS%3Ac23768b3-45d2-4ab2-af83-e0ae037178ef>

ASHRAE Position Document on Infectious Aerosols.

https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf