



Summer reopening guidelines

In order to reopen the college in advance of the fall term and to ensure a smooth transition back to campus, the following guidelines have been developed by the COVID Emergency Response Team in conjunction with supervisors, the provost, and the faculty deans.

These guidelines are for the summer of 2020 only. New guidelines will be available in August for the fall term. At the end of this document, you will see we are still grappling with a few more questions. We believe that this document will be refined and adjusted as supervisors use it and share their questions, ideas, and feedback.

Supervisors will be responsible for working with their teams and determining who should come back to campus, when, and who can continue to work from home. The goal is not to get everyone back on campus as soon as possible. Rather, if the supervisor believes staff should be back in the fall, to have those employees back before students return, so IT and B and G are not overwhelmed with requests for support. Those determinations will be different for every department. Continuing operations is the goal. Supervisors can best determine how to achieve this goal. .

First and foremost, people who are sick or experiencing symptoms must stay home; Anyone experiencing symptoms must report those symptoms immediately to Barbara Conry, COA's medical point person. Second, everyone on campus must follow basic hygiene procedures, beginning with frequent handwashing and sneeze and coughing behavioral precautions.

General buildings and grounds

1. Unless otherwise authorized, the college campus will not reopen to students or visitors during the summer.
 - a. Exceptions to this rule include vendors/deliveries, community gardeners, the CHE construction crew and subs, admissions visits, and other special circumstances. All such special requests must be cleared with Millard Dority or a designate.
 - i. Visitors who have received permission to be on campus will be sent a parking permit.
 - ii. All persons passing through COA campus are required to wear a face cover and follow social distancing protocols (see below).
 - b. The barricades at the main and south entrances will remain up until the arrival of students on August 22; enter only through the north entrance.



- c. By July 1 all buildings will be equipped with signage/ visuals to indicate traffic flow in and out of the building, rooms, and hallways. This will enable people to keep 6 feet apart whenever possible.
- d. By July 1, all buildings will be equipped with hand sanitizing stations and other necessary Personal Protective Equipment (PPE).

Staff and faculty

2. Staff and faculty not already working on campus will be allowed to return to campus and to their offices on July 1, 2020 or as soon as their Area Plan is approved (see below).
3. Supervisors are required to submit a brief Area Plan to Millard Dority before they reopen to ensure there are adequate protections in place to keep everyone safe. (See the questionnaire at the end of this document.)
4. Should a department need physical modifications such as a plexiglass window, this must be installed before employees come back to work.
5. PPE will be distributed through requests to Millard Dority.
 - a. Hand sanitizer

Masks.

- i. Masks are required in buildings. If you have your own office, you may remove your mask when you are inside with the door closed.
 - ii. If you have more than one person in an office, maintain six-foot distancing rules and use the group's best judgement and information about available space and premorbidities to determine if masks should be worn.
 - iii. Masks are not required outside if you are in a fully open area staying 6 feet away from others, such as on a trail and passing someone.
- b. Wipes
 - c. Cleaning supplies
 - d. Gloves, where necessary



6. All supervisors have received a copy of the CDC reopening checklist to ensure they meet the following state guidelines
 - a. <https://www.maine.gov/decd/checklists/general-guidance>
 - b. <https://www.maine.gov/covid19/restartingmaine>
7. Supervisors will work with their teams to determine and write their own Area Plan for their departments. Supervisors have the authority to allow their staff who can work from home to do so, can stagger schedules to minimize the concentration of employees or work study students (when they return) in office spaces at any one time, and make other judgements and decisions based on the needs in their departments.
 - a. Employees who are deemed necessary to be on campus, but are at risk or have concerns about returning to the office must work with their supervisors to find solutions, which could include finding an alternative (available) office, staggering hours or work schedule, or other accommodations.
 - b. Some departments may also choose to limit access to their physical space. For example, not all departments will be open to students. Signs will be posted to indicate this and to provide contact information for individuals in the department.
8. Some buildings do not currently have appropriate air circulation. Supervisors must therefore work with Millard to procure air purifiers. Please check with Millard to determine what your needs are.
9. Buildings and Grounds will clean public spaces, but each office must develop their own cleaning protocols to include how to sanitize shared equipment, door handles, etc. Cleaning materials will be provided by Buildings and Grounds staff.
10. We are working to develop detailed protocols should a staff or faculty member test positive for the coronavirus. Currently, our guidelines can be found [here](#).
11. Employee travel over summer: We are using the Maine CDC recommendations which require a 14-day quarantine period if one comes back into the state from states other than NH or VT, or unless individuals have received a negative test while out of state (need more exact language there).

Specific buildings, offices, and spaces on campus



Although we are trying to minimize non-departmental individual visits, the IT and Buildings and Grounds staff may need to do work in other departments. In these cases, supervisors will schedule work around times where the fewest people will be in contact.

1. Library
 - a. Thorndike Library will be open to faculty and staff by appointment.
 - b. The library will be closed to students all summer.
2. The Dorr Museum will be closed this summer.
3. The Blum Gallery is closed this summer.
4. The COA pier will be undergoing renovations this summer and therefore will be off limits.
5. Admissions will be open only to admissions staff. However, admissions tours will begin over the summer, but will meet under the archway and have their own special set of safety protocols.
6. Blair Dining Hall (Take A Break) will be closed.
7. Mail rooms and mail delivery are changing. We will be receiving the mail 5 days a week starting soon. However the distribution plan is still being developed. Stay tuned.
8. Deering Common will be open only to people who work in the building.
9. Diver Ed is not operating from the COA pier this summer.

Questions still under consideration

1. Protocols: We will be purchasing a return-to-school agreement crafted by our lawyers for students.
2. Symptom checks: We will be purchasing a mobile app to support reporting and documentation of employees doing daily symptom checks. When and how we roll this out is still in discussion.
3. How do we keep confidential medical information private (like a positive test; underlying conditions, etc) and still keep the community safe?
4. Contact tracing is still in discussion.



***Note:** This is an iterative document that will change based on usage, so please let the COVID19 team know what needs to be added, clarified, or updated.



**Area Plan for reopening
To submit to Millard for approval**

1. Do your employees know how to safely enter and exit the office/space/building?
2. Are your desk or work spaces spaced sufficiently far apart (6 feet)?
3. If not, have you designed a work schedule so employees can work safely in the same office when necessary?
4. Do you need any IT or B&G adaptations before your staff returns or you welcome people into your space/department? If so, what are they?
5. Have you procured from B&G proper PPE, masks, cleaning supplies to welcome staff or others back?
6. Does your building/office have proper air handling? If not, have you worked to Millard to procure air handlers?
7. Have you read the [CDC guidelines](#) for managing your staff and spaces during the pandemic?
8. Do you know what to do if one of your staff members is ill?
9. Do you know what to do if one of your staff members tests positive?