

“Together as North Central” Return to Campus Plan



August 2020



INTRODUCTION

This document is intended to guide all members of our learning community through the Fall 2020 semester.

North Central Michigan College is working in earnest to ensure a safe learning environment for our students as well as a safe, healthy, fulfilling work environment for our employees. A positive culture of safety includes effective communication and employee involvement. The responsibility for providing a safe environment rests with all employees, students, and visitors to NCMC, and the **“Together as North Central” Pledge** ([Attachment A](#)) demonstrates our commitment to do all we can proactively to protect ourselves and others from the spread of COVID-19.

This Return to Campus Plan has been developed to encapsulate the measures we are taking to minimize occupational exposure to COVID-19 in accordance with the Centers for Disease Control (CDC), Michigan Department of Health and Human Services (MDHHS), and the Health Department of Northwest Michigan.

Note to students and employees: If at any time there are questions about the Return to Campus plan, or you are uncomfortable performing any close-contact work -- Students please reach out to Student Services at 231-348-6605, Employees please reach out to your supervisor and/or Human Resources.

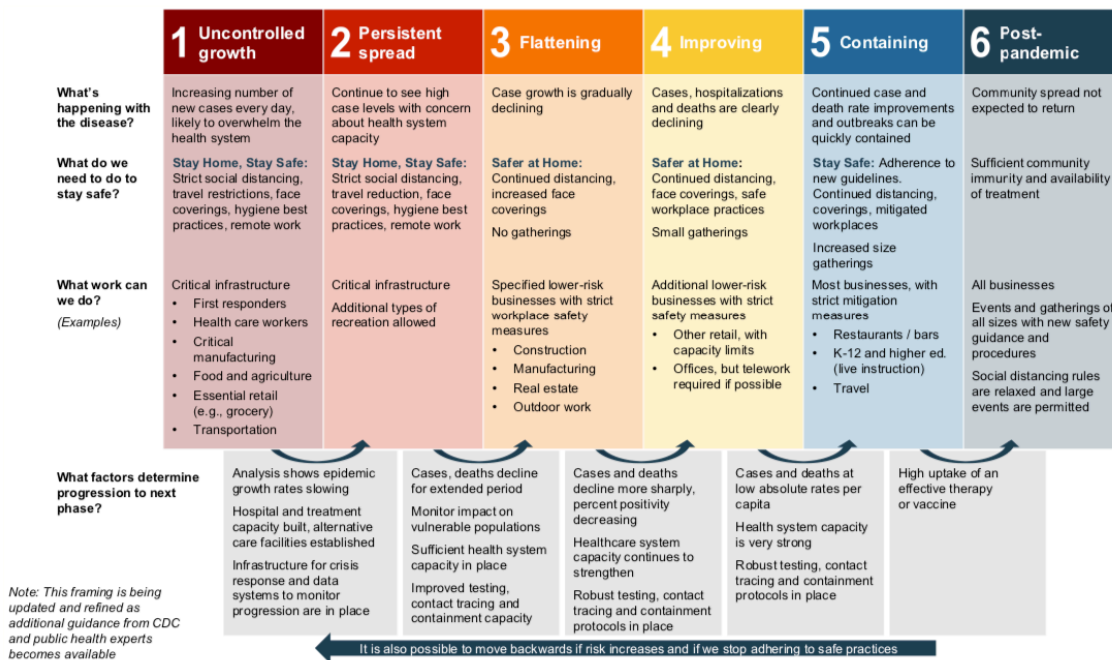
At the end of this document is a **Question and Answer Section** – [Page 10](#). This addresses issues that have been raised since the June Return to Work Plan document was distributed.

GUIDING PRINCIPLES

- **Compliance and coordination** – “We’re all in this together.” - [Page 2](#)
- **Following the NCMC Reopening Grid** – [Page 2 and Attachment B](#)
- **Individual health and well-being** – [Page 3](#)
 - **Department and area-specific information** – [Page 8](#)
- **Demonstrating inclusive behaviors** – [Page 10](#)

COMPLIANCE AND COORDINATION

North Central is following Gov. Gretchen Whitmer's [MI Safe Start Plan](#), issued on May 7, 2020, and all [Michigan Executive Orders](#). Please check the [College's COVID-19 webpage](#) for up-to-date information.



NCMC REOPENING GRID

The Return to Campus Plan follows NCMC's **Reopening Grid** ([Attachment B](#)), which is a fluid guideline prepared with six phases that correspond to the six phases in the Governor's [MI Safe Schools Roadmap](#).

As of August 2020, we are in Phase 5 of this plan.

Please check the [College's COVID-19 webpage](#) for up-to-date information.

Indicators and conditions that will support moving to the next phase (*or moving back to the previous phase*) are based on Gov. Whitmer's Executive Orders, MI Safe Start guidelines, Health Department of Northwest Michigan guidance and recommendations, campus readiness, and limited COVID-19 cases reported in the communities we serve.

At present, the Return to Campus plan includes, but is not limited to, the following elements:

- The Fall 2020 semester begins on September 8.
- The Fall 2020 class schedule includes options to suit various comfort levels: Face-to-face (F2F), hybrid (F2F and online), and entirely online classes. A plan to "flex" courses between delivery modes where necessary for public health or curricular demands will allow us to move seamlessly between formats, if it is necessary for the safety of our students, faculty and staff.
- **Student Services is currently taking appointments for advising.** Walk-in advising will be available beginning August 24 from 1 - 5 p.m. each day through September 11. During this same time, morning virtual appointments can be made from 8:30 a.m. - noon.
- The **Library, SCRC and Iron Horse Café** will remain closed to the public until September 8. The Library is currently offering curbside pickup to cardholders, students, and employees.
- **With the exception of the Administration Office, the AD/CL Building will remain closed** to the public due to ongoing construction. AD/CL classrooms and corridors are scheduled to open September 8.
- **The College Store is open, but the SCRC remains closed until September 8.**
- **Residence Hall move-in will occur September 3 - 6 by appointment only.**

- **Visitors to the College will be expected to wear masks and observe social distancing of at least 6'.**
- Employees should have completed the COVID-19 online training modules assigned by Human Resources prior to returning to work.
- North Central employees should log into the **MDHHS MI Symptoms Web App** daily before reporting to work. If the MI Symptoms app indicates that you are at risk, plan to stay home and contact your supervisor.
- Please consider your surroundings and maintain a 6 ft. minimum social distance from others whenever possible.
- Masks must be worn indoors (including in a classroom), with the exception of individuals working alone in private offices.
- Masks must be worn outdoors where 6 feet of social distance is not possible.
- Alcohol-based hand sanitizer dispensers, disposable wipes and sprays have been placed throughout campus.
- Frequent and comprehensive sanitation and disinfecting in all common areas, classrooms and the Residence Hall is being performed.
- Health and safety response measures may temporarily increase (i.e., be reintroduced) or decrease during an overall effort to reach full recovery.

INDIVIDUAL HEALTH AND WELL-BEING

Health and safety are our top priority.



Employees and students returning to campus this Fall will notice markings on the floor indicating traffic patterns, as well as additional signage to help remind us of these new precautions.

For Student-Specific Information:

We invite you to explore what students can expect from us in our [Back to Campus Safety Blueprint video](#). For more detailed student-focused information, please refer to the [NC ADAPT webpage](#).

If you feel sick:

Employees who are not feeling well, especially those showing any **signs or symptoms of COVID-19**, should remain home. If symptoms present themselves while an employee is at work, the employee should call their supervisor, or wear a mask and inform their supervisor. If it is safe for the employee to drive, they should leave campus and go home. If a ride or emergency transportation is needed, call 9-1-1, and if possible, isolate the employee from others who may be in the area by having them go to the Quarantine Isolation room. Except for emergencies, further treatment or testing should be arranged by the employee from home.

Employees can use Families First leave (if qualified), accrued sick time, or if possible, work from home with the approval of a supervisor until they are cleared to return to work. Please contact Human Resources or your supervisor for COVID-19 related time-off steps.

Students who are not feeling well, especially those showing any **signs or symptoms of COVID-19**, and can answer “yes” to any **Health Department of Northwest Michigan Screening Questions** (*Attachment C*) should remain home.

Please Note: The Health Department of Northwest Michigan does not recommend mandatory screening for community colleges like NCMC.

Students who begin to feel sick while on campus should notify their instructor and remove themselves from the classroom by leaving campus immediately or going to the Quarantine Isolation room until transportation can

be arranged. Instructors are asked to inform Student Services by calling 231-348-6605 so that a staff member can follow up.

If you have been in contact with someone with COVID-19, or if you have been diagnosed with COVID-19:

Employees should notify Human Resources (leckerle@ncmich.edu). HR will help you determine your next steps.

Students should notify Student Services (231-348-6605). Student Services staff will help you determine your next steps.

If someone at NCMC contracts COVID-19:

Please Note: Only a few select individuals at the College will know the identity of the ill person. Those people will assist the Health Department of Northwest Michigan with contact tracing efforts. The ill person's identity is kept confidential to respect their privacy and to follow FERPA regulations (for schools) and HIPAA regulations (for the health department).

Once College personnel are notified of a confirmed positive case of COVID-19 on campus, the following process is followed:

- NCMC learns about the case and calls the Health Department of Northwest Michigan (health department) to report it.
- NCMC and the health department work together to identify close contacts, and then the health department notifies close contacts and places them into 14-day quarantine based on their last exposure.*
 - **EITHER:** The Close Contact does not develop symptoms, completes the quarantine period, and returns to campus;
 - **OR:** The Close contact becomes symptomatic or tests positive for COVID-19 and is now a confirmed or probable case.
- Health Department interviews the individual and determines isolation period and any non-college contact. Once the individual completes the isolation period, s/he returns to campus.

** If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.*

What is considered a close contact?

Typically, a close contact is defined as someone who is within 6 feet (about 2 arms' lengths) of an infected person for at least 15 minutes.

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they began having symptoms. If they never develop symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 test was performed.

Close contacts are at risk of getting sick and must be identified and quarantined. Quarantine separates people who were exposed to a contagious disease to see if they become sick.

What about Contacts to Close Contacts?

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

Personal Protective Equipment (PPE):

Employees will be provided with their own Personal Protective Equipment (PPE) upon returning to work, including:

- One branded reusable face mask and disposable masks
- Disposable gloves

- Brown paper bag for storing reusable masks

Campus PPE and Cleaning Protocols:

- Alcohol-based hand sanitizers
- Disposable wipes
- Visual cues and reminders
- Plastic barriers and sneeze guards
- Enhanced cleaning protocols in classrooms and common areas
- Hand sanitizer will be placed at the entry to all classrooms and elevators. Based on current guidance from the CDC, small spaces such as elevators and bathrooms will be marked to show adjusted maximum capacity. Generally, elevators should be used by no more than two persons at a time. Watch for signs and floor markings that indicate social distancing guidance.

Regardless of job classifications, employees whose work tasks place them at an occupational exposure level of Medium or higher according to the Occupational Safety and Health Administration (OSHA) Occupation Risk Pyramid (below) will have additional safety controls in the form of Plexiglass sneeze guards, plastic barriers or face shields (where physically possible) in addition to masks in their work areas.



VERY HIGH EXPOSURE RISK Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include: • Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

HIGH EXPOSURE RISK Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: • Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

MEDIUM EXPOSURE RISK Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include: • Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

LOWER EXPOSURE RISK (CAUTION) Jobs that do not require contact with people known to be, or suspected of being, infected. • Workers in this category have minimal occupational contact with the public and other coworkers.

Persons with Additional Risk for Serious Illness:

In addition to the OSHA Risk Pyramid, NCMC recognizes that persons with additional risk factors for serious illness, or those who live with persons with additional risk factors, may want to request additional mitigation measures. Employees should contact Human Resources for guidance. When classes resume, students who request additional mitigation measures will work through Learning Support Services by calling 231-348-6682 or emailing lss@ncmich.edu.

Sanitizing/Disinfecting After a Report of COVID-19 Symptoms:

After an area has been identified as being used by a person either diagnosed with COVID-19 or showing symptoms of the virus, the preferred protocol is to shut off the area for 24 hours. This allows the virus to expire. If there is no pressing reason to access the space, this is the best practice. Custodial staff will then clean and disinfect this area by following “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes,” developed by the CDC ([Attachment D](#)).

Individual health and well-being details for employees

Once at work, employees are asked to abide by the following 7 Safety Guidelines and well-being behaviors:

1. Facial Coverings Guidelines

All North Central employees should wear face masks (including while in classrooms), with the exception of when they are alone in their offices and individual workspaces.



Medical Exemptions

Employees

If any employee is medically unable to tolerate facial coverings and wishes to pursue an accommodation, he or she can contact Lynn Eckerle in Human Resources at leckerle@ncmich.edu or 231-348-6837.

Students

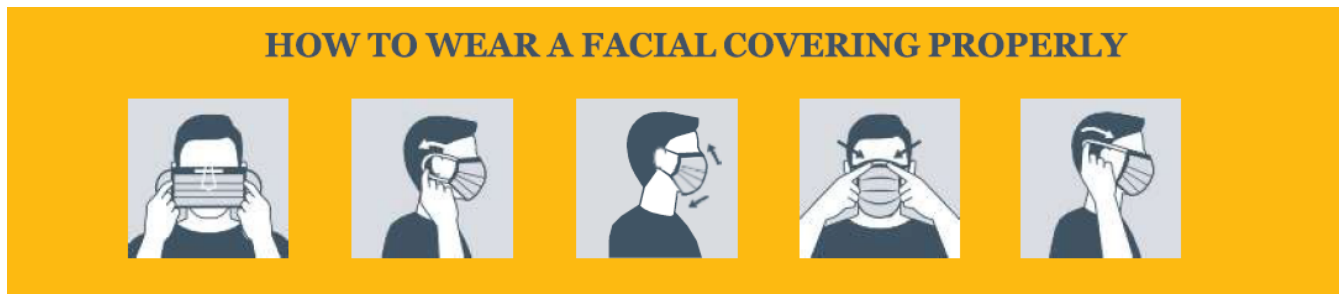
If any student is medically unable to tolerate facial coverings and wishes to pursue an accommodation, he or she can contact Learning Support Services at lss@ncmich.edu or 231-348-6682.

Please note: For anyone who applies for an accommodation, an alternative to help keep them and others safe will be explored.

Face masks must:

- Cover your nose and mouth
- Not be torn or soiled and fit snugly over mouth and nose
- Not be pushed below your chin when not in use

Do not fully remove your mask and do not touch the front of your mask. If your glasses fog up when you're wearing a mask, the mask does not fit properly. Make sure the top of the mask is snug over the bridge of your nose. Place glasses over the fabric of the mask to reduce fogging.



2. Hand Hygiene Guidelines – Hand Washing

Wash your hands frequently with soap and water for a minimum of 20 seconds.

STEP 1: Prepare the paper towel. In the restrooms with paper towel dispensers, let out as much towel as you need BEFORE you start to wash your hands.

STEP 2: Wet hands with water; cold or warm water is fine.

STEPS 3 & 4: Apply soap and wash hands, back and palms, under fingernails, and at the wrists for at least 20 seconds.

STEP 5: Rinse and remove soap.

STEP 6: Dry hands with paper towel and use the towel to open restroom door. Dispose of used paper towel in the nearest trash can.



Hand Hygiene – Hand Sanitizer

Hand sanitizer is available from Physical Plant. Employees should submit a Help Desk ticket to request a bottle of hand sanitizer.

STEP 1: Apply hand sanitizer to dry hands.

STEP 2: Rub hands together, spreading sanitizer on the palms, back of your hands, and in between fingers.

STEP 3: Make sure to cover all surfaces of your hands and wrists.

Hands must be washed with soap and water after about every 10 applications of hand sanitizer to remove the buildup of sanitizer from hands.



3. Social Distancing Guidelines

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.



To practice social distancing, **stay at least 6 feet from other people.**

Social distancing is key to protecting our physical health during the pandemic. However, the physical separation has not stopped us from finding novel ways to maintain personal connections and work group engagement, which are vital to supporting one another's emotional health and demonstrating that we are a strong team.

4. Sanitizing your workspace and equipment

Employees are asked to assist with cleaning their office areas. This includes, but is not limited to, regular cleaning of objects and areas that are frequently used, including door handles, countertops, desks, keyboards, and phones. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Faculty are asked to assist with cleaning their classrooms at the conclusion of each class by spraying disinfectant over every surface touched by the previous occupants.

Students may also be asked to assist with this classroom cleaning.

5. Utilizing technology as much as possible for larger group meetings

If you meet in person, use social distancing guidelines and the required PPE. If you need to enter another workspace, please be courteous and ask for permission to enter. For larger group meetings, please try to meet online as much as possible and always practice social distancing.

6. Avoiding congregating in breakrooms and common spaces

Breakrooms will be limited to one person at a time. Please wash all dishes upon use; do not leave dirty dishes in the sink. Sanitize any appliances in the breakroom after use.

7. Refraining from consuming communal food

North Central employees are asked not to share food in the office.

DEPARTMENT and AREA-SPECIFIC SAFETY INFORMATION

AD/CL

- Quarantine Isolation Room

Administration Office – Traffic now limited to administration personnel and guests

- Plexiglass sneeze guards and plastic barriers at two entry desks/reception areas
- Partition limiting entry to administration office areas
- Mailboxes relocated to hallway office across from administration area
- New copy machine located in hallway office across from administration area
- Directional signage on floors and walls
- Orange tape at cubicle and kitchen entries
- Signage limiting occupancy in kitchen
- Sanitizer and towel at copy machine

Classrooms

- Classroom cleaning will take place on an accelerated schedule.
- Disinfecting solution will be in all classrooms, in addition to a small supply of face masks for students who may have forgotten theirs. For additional supplies, please contact Physical Plant at 231-439-6385.

- Hand sanitizer will be available at the entry to each classroom.

HESC

- Directional signage on floors and walls

Nursing

- Plexiglass sneeze guards and plastic barriers at two reception areas
- Orange tape at area entries
- Disinfection process for labs
- Classrooms reconfigured for social distancing

Residence Hall

- Plexiglass sneeze guards at reception area
- Hand sanitizer stations added in hallways and common areas
- Lobby computers relocated for social distancing
- All rooms sanitized
- Residence Hall move-in will occur by appointment only on **September 3—6** to limit the number of students and helpers in the building.
- No guests will be allowed inside the Residence Hall after dorm move-in occurs.
- Residence Hall capacity at single occupancy in all rooms
- Masks are required when outside students' own room, and social distancing will be observed in all common areas.
- Use of the Residence Hall kitchens will be limited to one student at a time.
- Students in the Residence Hall should report any suspected COVID-19 symptoms to the on-site Residence Hall Director immediately.
- There are ADA-compliant Quarantine Isolation rooms available.

SCRC

Student Resource Center

Student Services

- Plastic barriers and Plexiglass sneeze guards at each advisor desk and plastic sneeze guard at reception area
- Directional signage on floors and walls
- Orange tape at area entries
- Signage limiting occupancy in breakroom
- Sanitizer and towel at copy machine

Iron Horse Café (IHC)

- Fountain drink machine relocated; beverage refills discontinued
- Buffet-style food offerings discontinued
- Hand sanitizer stations are available at both café entrances.
- Plexiglass sneeze guards at the cash register
- Dining room will be held at 50% capacity
- Directional signage on floors and walls
- IHC staff will undergo temperature checks before reporting to work.
- All Health Department and food service guidelines will be strictly followed.

Learning Support Services (LSS)

- Plastic barriers and sneeze guards at reception area
- Additional sneeze guards for staff and proctor area
- Directional signage on floors and walls
- Orange tape at area entries
- Signage limiting occupancy in copy room

- Sanitizer and towel at copy machine

Community Resource Center

Common Grounds

- Computers spread out and excess furniture removed to allow for social distancing
- Directional signage on floors and walls

Fitness Office

- Plexiglass sneeze guards at reception area
- Directional signage on floors and walls
- Orange tape at area entries

Library

- Plastic barriers and sneeze guards at reception area
- Directional signage on floors and walls
- Additional barriers for social distancing

Business Office

- Plastic sneeze guards for reception as well as for two other employees
- Directional signage on floors and walls

Satellite Locations

- Plastic barriers and sneeze guards
 - Hand sanitizer stations
 - Increased sanitation protocols
-

INCLUSION AND COVID-19

Please remember to demonstrate inclusive behaviors to keep ourselves, our families, and our College community safe:

- Be intentional with information. Refer to official sources and do not be consumed by inaccurate information borne out of fear or panic.
 - Acknowledge commonalities in this crisis. We need to stand together in times like this.
 - Listen to and respect different perspectives.
 - Ask for support if this situation is causing you fear or anxiety or is hindering your daily function.
 - Be patient with inconveniences that are in place as a part of the precautionary measures.
-

RETURNING TO CAMPUS Q&A

Q: Are face masks required whenever indoors (unless eating)?

- Yes.

Q: Will additional face masks be provided by the College?

- NCMC has a limited supply of simple surgical masks available if an individual doesn't have a mask.

Q: How will offensive messages on masks be addressed?

- Given the subjective nature of what is "offensive," this will be addressed under the ["Freedom of Assembly" policies](#) as stated in the Student Handbook.

Q: What happens when someone won't comply?

- A faculty member's response to a noncompliant student is always to ensure the safety of all, and then to take appropriate measures to address the noncompliance. In the example of a non-mask-wearing student, the faculty member should avoid all confrontation, simply asking the noncompliant student to comply or leave. If the noncompliant student chooses not to leave, the faculty member should dismiss the rest of the class, maintain appropriate social distance between himself or herself and the noncompliant student, and call 9-1-1 for a trespass complaint. (This policy has been supported by the Health Department of Northwest Michigan and College attorneys.) The response time for a Petoskey Public Safety Officer to arrive on campus is typically 3-4 minutes.
- All concerns surrounding noncompliance should be reported to the Office of the President at president@ncmich.edu, 231-348-6601, or in person.

Q: How is social distancing going to be implemented for labs, studios, counselors, library and student services?

- In most cases, using 50% of the available space in a classroom will provide sufficient social distancing; in areas of the campus or in parts of the curriculum where that is not possible (working closely around a manikin or a machine, for example), additional protection will be provided.

Q: Will there be a "quarantine" room in each building to isolate a presumptive COVID-19 case until the individual can be sent home?

- Yes.

Q: How is the "Flex" modality going to work?

- We currently envision "Flex" to be dividing students into two groups and offering face-to-face instruction to half the students at a time; the students not meeting face to face would meet virtually (via Zoom) at the same time (i.e., synchronous delivery). It is anticipated that the face-to-face and the virtual student groups would swap (perhaps by scheduled class period) so that face-to-face instruction would be available at least 50% of the time to all students. The implementation specifics rest with the individual instructor teaching the course.

Q: Will instructors offer virtual office hours?

- Yes.

Q: Will there be safety/hygiene training for students?

- Students will be notified via email of the COVID-19 related training through Safe Colleges.

Q: What about alternatives to face masks, such as a neck gaiter or face shield?

- Discussion with the Health Department of Northwest Michigan suggests a "continuum" of protection (i.e., the more in place, the better), including:
 - Face mask
 - Face shield
 - Social distancing

Q: Is a neck gaiter effective?

- At this point there is no scientific evidence that neck gaiters provide less protection than face masks.

Due to the fluid nature of this COVID-19 pandemic, information in this plan is subject to change as circumstances warrant.

ATTACHMENT A

“Together as North Central” Pledge

Together as North Central, we have weathered a worldwide pandemic that began affecting College operations in early March.

The novel coronavirus, which causes the disease Covid-19, is extremely contagious and is believed to spread through person-to-person contact. Until a safe, effective vaccine is available, our best weapons for combating the virus include wearing masks, observing physical distancing of at least 6 feet, and practicing good personal hygiene.

As members of a campus community that includes students, faculty, staff, visitors, contractors, and vendors, we recognize that our campus is safest when each of us is doing as much as we can to mitigate the spread of Covid-19.

Together as North Central, we recognize that it is possible to spread the virus even if we do not feel sick. As such, we will do all that we can proactively to protect ourselves and others who may be at higher risk for becoming severely ill. During the Fall 2020 semester, this will include the following requirements.

Face Masks

I will wear a face mask that covers my mouth and nose when I am indoors (including in a classroom); individuals working in private offices may remove masks when they are alone. When I am outdoors on North Central property, I will wear a face mask when physical distancing of at least 6 feet is not possible. If I am unable to wear a face mask for medical reasons, I will seek the appropriate accommodations by working with Learning Support Services (Students) or Human Resources (Employees).

Physical Distancing

As much as possible, I will maintain physical distance of at least 6 feet between myself and others with whom I do not live.

Personal Hygiene

I will practice prescribed personal hygiene, which includes the following:

- Frequent and proper handwashing with soap and water for at least 20 seconds, especially after I have been in a public place, before eating or preparing food, or after blowing my nose, coughing, or sneezing.
- When soap and water are not readily available, I will use a hand sanitizer that contains at least 60% alcohol. Hand sanitizer stations are located throughout campus.
- Sneezing and coughing into the bend of my arm.
- Refraining from shaking hands.
- Cleaning or sanitizing my living or workspace when necessary.

Self-Monitoring

I will monitor myself for flu-like symptoms including sore throat, fever, a new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting, abdominal pain, new onset of a severe headache and new loss of taste or smell. If I am experiencing any of these symptoms, I will stay home and contact a physician immediately.

Staying Informed

I recognize that CDC guidance on preventing disease spread is changing rapidly as scientists learn more about this new virus. As such, I will look for and follow signage posted by North Central and stay up to date by reading relevant emails from College administration. I will follow the orders of state and local health authorities who are working to mitigate the spread of Covid-19.

Encouraging Others

I recognize that ensuring the safety of our campus community depends not only on my compliance with the requirements above, but also on my encouragement of others to do the same. I will set a positive example and encourage others.

Noncompliance with this Pledge

All concerns surrounding noncompliance with this Pledge should be reported to the Office of the President at president@ncmich.edu, 231-348-6601, or in person.

Together as North Central, we will work to provide a safe, healthy, fulfilling Fall 2020 semester, for ourselves, for our peers and colleagues, and for our greater community.

ATTACHMENT B

NCMC Re-Opening Grid

Included as a separate piece

ATTACHMENT C

Screening Questions

Health Department of Northwest Michigan

DO YOU HAVE ANY OF THE FOLLOWING?

- F** **Fever**
Temperature of 100.4 degrees or higher

- A** **Aches**
Head, body, stomach or muscle aches for unknown reasons

- C** **COVID-19 Exposure**
Known exposure to a confirmed case, or have been contacted by the health department

- T** **Travel**
Any travel outside the U.S. within the last 14 days that would increase your exposure

- S** **Shortness**
Of breath, cough, congestion or sore throat for unknown reasons



Permit entry into the facility if the individual answers NO to all screening questions.



Activate the process for a suspected COVID-19 case on campus if the individual answers YES to any of the above questions.

Guidance for Cleaning & Disinfecting

Centers for Disease Control

Cleaning and disinfecting your building or facility if someone is sick:

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, including offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter if available.
 - Do not vacuum a room or space if there are other people present. Wait until the room or space is empty to vacuum, such as at night for common spaces or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If it has been **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.