

To all Faculty, Staff, and Administrators,

I thank all of you for the courage, persistence, and flexibility you have demonstrated over the past three and half months during this challenging COVID-19 pandemic. Much has been accomplished during this time. We are most proud of the nearly 1,000 FCC students who graduated with the FCC Class of 2020.

We begin today on July 1 with a new FCC Strategic Plan, *FCC Forward*, with a vision of working together to “*transform individuals and communities through learning.*”

We will begin stage 1 of the FCC Roadmap to Resilience and Recovery on Monday, July 6, 2020. Please be sure that you have read the FCC Roadmap to Resilience and Recovery (attached) and that you understand the expectations for the phasing in of stage 1 as outlined by your senior leader in your team plan.

Your senior leader or direct supervisor should have been in contact with you on whether you will continue to telework or return to the main campus or Monroe Center on July 6, 2020.

**Support staff must begin to log their hours in Time and Labor on July 6, whether they are teleworking or on site. Payroll will no longer pre-load hours listed as Pandemic Response.**

FCC is pleased to provide **Welcome Back Wellness Bags** to each employee. The bags contain personal protective equipment including hand sanitizer, masks, disinfect wipes, and some surprises. Employees may pick up their bag at the Security Desks in the Student Center and at the Monroe Center Monday through Friday between the 9:00 a.m. and 3:00 p.m.

A few things to remember for those employees and specific approved face-to-face instruction returning to the main campus or Monroe Center:

- FCC buildings will have restricted access. Buildings will stay locked. **Your blue access card will allow you to enter the buildings Monday through Friday between 8:00 a.m. and 5:00 p.m. (Gambrill Hall access is only for those employees who work in that building.) Each building has a designated entrance for the card reader.**
- Everyone must wear face masks.
- Physical distancing of at least six (6) feet at all times is required.
- No gatherings of more than ten (10) individuals practicing six (6) feet of physical distancing.
- Gloves must be used when dealing with mail, deliveries, cash, or other high contact items.
- Regular hand washing is required.
- Closely monitor essential supplies to support good hygiene, such as sanitizers, disinfecting wipes, paper towels, hand washing soaps, and tissues.
- Please note that the Cougar Grille is not open until stage 4.

Employees who do not follow these safety protocols are endangering the safety of others and may be subject to disciplinary action in accordance with College policies and procedures.

## **Other Stage 1 Information:**

Please be aware that Operations is working diligently to minimize potential for COVID-19 exposure at Frederick Community College:

### **Building Systems:**

- Air Handlers have been programmed to maximize the amount of fresh air brought into a building while still maintaining temperatures.
- All VAV filters (individual area filters) and Air Handler filters were replaced during the COVID-19 shutdown.
- Water lines were flushed to ensure a fresh water supply.

### **Cleaning:**

- All touch surfaces in public areas (tables, counters, hard surface seating, chair arms, door handles, push bars, restrooms, etc.) are cleaned on a daily basis.
- Touch surfaces in suites (tables, counters, hard surface seating, chair arms, door handles, etc.) will be cleaned on a daily basis.
- Individual offices will not be cleaned other than door handles.

### **Instructional Areas:**

- In addition to regular custodial cleaning, all instructional areas will be provided with a cleaning station that can be accessed by employees and students that includes:
  - Spray sanitizer and paper towels for individuals to sanitize their work space.
  - Hand Sanitizer.
  - Alcohol based wipes for computers (computer labs only).
  - Directions for the proper use of provided materials.
  - Please be aware that these cleaning solutions are chemicals and as such may effect individuals who have a chemical sensitivity. If someone is chemically sensitive, and reacts negatively contact Security immediately.
- Operations will make every effort to maintain the instructional area supplies. If an area runs out of any item during the workday, please contact Mary Sawyer (x2494) prior to 3:00 p.m. or Security (x2453) after 3:00 p.m.

### **Physical Distancing:**

- All buildings have an identified entrance coordinated with one-way traffic patterns to maximize the ability to maintain physical distancing.
- Plexiglas shields have been or will be installed at customer service stations across the main campus and the Monroe Center as identified.

### **PPE:**

- Hand sanitizer will be provided for suites and classrooms.
- Students who arrive on the main campus or Monroe Center without a face covering may obtain one at the Security Desk.
- If a student, visitor, or staff member refuses to wear their face covering inside a building, staff should contact Security.

- Gloves will be available to individuals at Security upon request.

Thank you for your cooperation as we continue our gradual, safe path forward.

Best wishes,  
President Burmaster