



***By Executive Order, face coverings must be worn in state buildings, which includes all Midlands Technical College campuses.***

## **Midlands Technical College On-Campus Student Plan and Guidelines**

### **I. GUIDING PRINCIPLES**

As we navigate and respond to the COVID-19 pandemic, Midlands Technical College (MTC) protocols are developed to protect the safety and wellbeing of the MTC community, the public, and all MTC constituents. This, while continuing to achieve the College's critical mission of education and workforce development.

***While the information contained in this Return to Campus Plan is designed to keep everyone as safe as possible, note that EACH OF US is responsible for helping ensure that our students and colleagues are protected by strictly adhering to these protocols.***

MTC's plans are consistent with the Executive Orders of the Governor of South Carolina and the guidelines and recommendations of our public health authorities, the South Carolina Department of Health and Environmental Control (DHEC) and the Centers for Disease Control and Prevention (CDC). Timelines are driven by DHEC and CDC recommendations.

Public health officials continue to learn more and to communicate their findings about the COVID-19 virus. MTC's procedures, plans, and protocols will be revised as necessary based on new information.

### **II. RETURN TO THE CAMPUS**

Per the CDC, "COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection." Therefore, personal prevention practices such as social distancing, wearing face coverings, handwashing, staying home when sick, plus environmental cleaning and disinfecting are important practices to apply as we transition back to campus.

#### **Expectations & Guidelines**

All prospective and enrolled students are expected to fully comply with the procedures, protocols and guidelines outlined in this document or otherwise posted, communicated or directed by the college, local, state or federal authorities. To offer the most protection for yourself and those around you, assume everyone including yourself, is infected with COVID-19 and strictly adhere to the guidelines to avoid transmission of the virus. Failure to comply with the policies and protocols may result in disciplinary action.

## Requirement - Symptom Self-Monitoring

Once students return to campus, each is expected to self-check daily for the onset of new symptoms. If symptoms have developed, the student **MUST NOT** come to campus, but should notify Student Development Services (SDS) at 803.732.5201. Presently, COVID-19 symptoms include one or more of the following:

- > Fever
- > Muscle pain
- > Cough
- > Headache
- > Shortness of breath
- > Sore throat
- > Chills
- > New loss of taste or smell
- > Repeated shaking with chills

This list does not provide all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

If you are sick, **DO NOT REPORT TO CAMPUS**. Adhere to the Centers for Disease Control and Prevention's (CDC) [If You are Sick guidelines](#), and contact SDS at **803.732.5201**. The SC Department of Health and Environmental Control (DHEC) recommends that you call your health care provider if you have fever, cough, or shortness of breath. For a free online health assessment, please see [DHEC's listing of telehealth virtual care providers](#) in South Carolina. DHEC also offers a [14-day Symptom Monitoring Worksheet](#).

## Timing

Students will return to campus as outlined below:

- > *Corporate and Continuing Education students will return to campus according to a modified schedule.*
- > **June 1**  
*Select students return for on-campus coursework.*
- > **June 15**  
*Faculty and staff begin to return in phases.*
- > **July 27**  
*Bookstore, cashier, and registration offices open. On-campus student services by appointment only.*
- > **August 14**  
*Fall semester tuition and fees due.*
- > **August 24**  
*Fall academic semester begins. MTC campuses open.*

### III. HEALTH AND SAFETY REQUIREMENTS – Preventive Personal Safety Practices

#### Face Coverings

Appropriate use of face coverings is critical in minimizing risks to others around you. You could spread COVID-19 to others even if you are not feeling sick as some infected persons never experience symptoms. The face covering is not a substitute for social distancing.

*MTC students are REQUIRED to wear a face covering on campus while in the presence of others and in public settings including common spaces, meeting rooms, rest rooms, hallways, classrooms, labs etc.*

*Your face covering protects others and their face covering protects you. Students may purchase or make their own face covering.*

#### Use the Face Covering to Protect Others

- > Wear a face covering to protect others in case you're infected but don't have symptoms
- > Keep the covering on your face the entire time you're in public or near another person
- > Don't put the covering around your neck or up on your forehead
- > Don't touch the face covering, and, if you do, clean your hands

#### Wear Your Face Covering Correctly

- > Wash your hands before putting on your face covering
- > Put it over your nose and mouth and secure it under your chin
- > Try to fit it snugly against the sides of your face
- > Make sure you can breathe easily
- > If you are wearing a reusable face covering, make sure it is cleaned regularly

#### Take Off the Face Covering Carefully

- > Avoid touching the eyes, nose, and mouth when removing your face covering
- > Untie the strings behind your head or stretch the ear loops
- > Handle only by the ear loops or ties
- > Fold outside corners together
- > Place covering in the washing machine
- > Wash your hands with soap and water

*Students may be required by college departments to wear additional personal protection equipment (PPE) for their safety and others.*

## **Social Distancing**

Maintaining adequate space between you and others is one of the best ways to avoid being exposed to and/or spreading COVID-19. Recent studies suggest that COVID-19 may be spread by people who are not showing symptoms. Therefore, social distancing is important for everyone, especially to help protect people who are at higher risk for severe complications related to COVID-19.

While on campus, students are expected to adhere to these social distancing practices:

- > Stay at least 6 feet (about 2 arms' length) from other people at all times
- > Avoid gathering in groups. Groups of 10 or more are strongly discouraged.
- > Stay out of crowded places and avoid gatherings
- > Follow directional and instructional signs

All MTC students should practice social distancing protocols on campus where individuals are likely to interact. Our collective safety must be a team effort.

## **Handwashing**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

## **Intensify Cleaning/Disinfection**

Custodial cleaning teams have intensified cleaning and disinfecting according to cleaning protocol and consistent with CDC guidelines. To help protect yourself and others,

- (1) avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected
- (2) wipe down commonly used and shared equipment and surfaces before use such as desktops, computers, printers, etc.

## **Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately discard the tissues in the trash and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use sanitizer that contains at least 60% alcohol.

## **Campus Preparation**

Hand sanitizing stations have been installed across the campus. Some common spaces may be unavailable and/or provide limited seating to promote social distancing. Safety and directional signs have been posted throughout the campus. Students are expected to follow signs on traffic flow through buildings, elevator usage, restrooms, and similar common use spaces.

## **IV. HEALTH AND SAFETY GUIDANCE - Responsive**

Students who feel ill or have symptoms not due to a pre-existing underlying chronic health condition are required to stay home. MTC Faculty and staff have a responsibility to immediately direct a student to go home if the student is experiencing [symptoms of COVID-19](#). Faculty and staff are then to notify SDS at 803.732.5201 so that appropriate actions can be initiated quickly.

Confirmed or suspected cases of COVID-19 will be managed according to the College's Exposure Protocol. Actions outlined in the protocol include, when appropriate, coordinating with DHEC to determine course of action and follow-up based upon CDC guidance, coordinating additional cleaning and sanitizing, making appropriate internal notifications to those who may have had an exposure, and managing the return to campus process.

## **V. CAMPUS SCENARIOS**

### **Use of Restrooms**

Use of restrooms should be limited and six feet of separation should be maintained. After using a restroom, wash your hands thoroughly to reduce the potential transmission of the virus.

### **Use of Elevators**

Practice social distancing when using the elevator. Limit the number of occupants by waiting for the next elevator or use the stairs. If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Meetings**

Student group meetings will be held virtually.

## **VI. MENTAL HEALTH RESOURCES**

[MTC Counseling & Career Services](#)

[Centers for Disease Control and Prevention- Coping with Stress](#)

[South Carolina Department of Health and Environmental Control- Mental and Emotional Health](#)

**WELCOME BACK TO THE MTC CAMPUSES!**