Return to Campus Plan
## Table of Contents

**INTRODUCTION** 4

**INSTRUCTIONAL** 5

- State of Maryland Stage I 5
- State of Maryland Stage II 5
- State of Maryland Stage III 5

**STUDENT AFFAIRS** 5

**DINING SERVICES** 5

**COMMON AREAS AT USMSM** 5

- State of Maryland Stage I 5
- State of Maryland Stage II 5
- State of Maryland Stage III 6

**STUDENT SUPPORT SERVICES** 6

**INSTRUCTIONAL LABORATORIES** 6

**COLLEGIATE ATHLETICS – INTERCOLLEGIATE** 6

**PUBLIC SAFETY & HEALTH** 6

**FINANCES/BUDGET PLANNING & PROCUREMENT** 6

**PERSONNEL – RETURN TO WORK** 7

- State of Maryland Stage I 7
- State of Maryland Stage II 7
- State of Maryland Stage III 7

**ADMISSIONS** 7

**ATTACHMENT I** 8

- Health & Safety Policies and Procedures 8
  - Admittance to Facility 8
  - Facilities Control 13

**ATTACHMENT II** 16

- Event/Classroom Room Capacities 16
  - Building I 16
  - Building II 16

**ATTACHMENT III** 17
CLEANING GUIDELINES FOR LABS & RESEARCH FACILITIES

ATTACHMENT IV

ST. MARY’S COUNTY COVID-19 CALL CENTER HANDOUT

ATTACHMENT V

USMSM SELF ISOLATION FORM

ATTACHMENT VI

USMSM COVID-19 SCREENING FORM

ATTACHMENT VII

VENDOR COVID-19 SCREENING FORM
Introduction

This document was created based on the guidelines provided by the USM Return to Campus Advisory Group and employed the resources shown below as well as the Higher Education Pandemic Recovery Guide provided by the Global Center for Health Security, University of Nebraska Medical Center.

To clearly and concisely propose a blueprint for moving forward through the COVID-19 pandemic, we have utilized these resources to identify a plan that will be effective in protecting the USMSM community. Please note that we have made some assumptions throughout this document based on the current pandemic data in the State of Maryland. This document will need to be amended as the data changes.

Our primary goal is to ensure the health and safety of all those utilizing our facility while keeping our commitment to continued educational excellence.

Resources:

https://www.whitehouse.gov/openingamerica/
https://governor.maryland.gov/recovery/
https://www.stmarysmd.com/docs/SMC%20Recovery%20Roadmap%20FINAL.pdf
https://www.cdc.gov/
https://www.epa.gov/
https://www.osha.gov/
Instructional

State of Maryland Stage I

Facilities remain unavailable to universities and the community; staff remains on telework or administrative leave status except for essential personnel.

State of Maryland Stage II

1. Admittance to the facility will only be for those attending classes or events. Each will have to follow the newly implemented health and safety policies and procedures. See Attachment I for detailed information.
2. USMSM staff will be trained on the new health and safety policies and procedures (Attachment I) and authorized to enforce these policies.
3. Classroom/event rooms will be arranged to accommodate social distancing guidelines which includes reducing the number of attendees per class/event. See Attachment II for detailed room capacities.
4. Study spaces used by students will be limited based on room capacity to ensure the following of social distancing guidelines.
5. Based on the needs of USM and partner institutions, hours and days of operation may be negotiated to allow for additional instructional hours.

State of Maryland Stage III

Includes restrictions in Stage II with expanded capacity by large groups but assuming social distancing guidelines still in place. See Attachment II for detailed room capacities.

Student Affairs

This section does not apply at USMSM.

Dining Services

This section does not apply at USMSM.

Common Areas at USMSM

State of Maryland Stage I

Facilities remain unavailable to universities and the community; staff remains on telework or administrative leave status except for essential personnel.

State of Maryland Stage II

1. Restrooms
   a. Restrooms will be sanitized and disinfected every two to three hours based on the facilities utilization that day.
   b. Attendees will be requested to limit the number of individuals utilizing the public restrooms at the same time. Signs will be posted outside each restroom door to emphasize request.
2. Vending machines will be sanitized and disinfected every two to three hours based on the facilities utilization that day.
3. Bookstore/Café will be closed to anyone other than staff.
4. Lounge Areas will remain unusable under Stage II and all furniture will be removed to ensure compliance.

State of Maryland Stage III
Includes restrictions in Stage II but may include use of Lounge Areas by introducing a limited number of seating assuming social distancing guidelines still in place.

Student Support Services
This section does not currently apply at USMSM.

Instructional Laboratories
USMSM is working with the University of Maryland, College Park Office of Environmental Safety, Sustainability & Risk Management regarding their COVID-19 lab sanitizing protocol that protect sensitive equipment and electronics. The protocol is being developed and a draft plan is included here as Attachment III. USMSM will also continue to collaborate with all its university partners on their respective protocols for sanitizing their labs and lab equipment on the USMSM campus.

Collegiate Athletics – Intercollegiate
This section does not apply at USMSM.

Public Safety & Health
1. The new health and safety policies and procedures can be found in Attachment I.
2. For social distancing room specifications, see Attachment II.
3. USMSM will work closely with the St. Mary’s County Health Department to provide contract tracing when requested using the data provided by the new screening procedures. The Executive Director will be the primary point of contact with the Business Manager as secondary. A handout will be provided to those that have been denied entry which provides information on the St. Mary’s County COVID-19 Call Center (see Attachment IV).

Finances/Budget Planning & Procurement
USMSM has submitted to USM a request for $7,000 in FY2020 and $56,000 in FY2021 for CARES Act Funding to address COVID-19 issues for PPEs, cleaning and sanitizing costs, and facility costs related to public health improvement of the facilities. As of June 26, 2020, DBM has funded both requests.
Personnel – Return to Work

State of Maryland Stage I

Facilities remain unavailable to universities and the community; staff remains on telework or administrative leave status except for essential personnel.

State of Maryland Stage II

1. Staffing - Staff will return to work but will be required to follow the new health and safety policies as outlined in Attachment I.
2. Hygiene – Staff will be expected to follow good hygiene practices as per CDC guidelines. See Attachment I for specific policies and procedures.
3. Innovation
   a. Telework – should continue for those staff members whose positions enable them to do so.
   b. Scheduling – staff assistants will have a regular schedule but will be using the health and safety policies and procedures as outlined in Attachment I.
4. Monitoring
   a. Staff members must complete the UMD Requirements for Returning to Work on Campus – Daily Symptom Monitoring Requirement checklist located at return.umd.edu before coming to work each day. If they answer “None of the Above,” they will receive notification by the system that they are approved to come to work. If they indicate an affirmative to any of the symptoms/questions on the daily checklist, they will be directed to stay home and contact their primary healthcare provider.
   b. Staff members will confirm via email to the Executive Director and Business Manager that they have completed the Daily Symptom Monitoring Requirement checklist and whether they have been authorized to come to the campus.
   c. Self-isolation – For those that are concerned they might have COVID-19 symptoms or answer affirmative to any of the symptoms/question, they should stay home and contact their primary healthcare provider. If they are required to self-isolate, they will need to complete the Self-Isolating Reporting form (see Attachment V) and forward it to the Executive Director and Business Manager. This will help USMSM determine if anyone else on the premises might be at risk. See Attachment I for further detailed information.

State of Maryland Stage III

Includes restrictions 2 – 4 in Stage II but includes returning to full-staff status.

Admissions

This section does not apply at USMSM.
Attachment I

Health & Safety Policies and Procedures

Admittance to Facility

Staff

1. Screening Requirements - Staff members must complete the UMD Requirements for Returning to Work on Campus – Daily Symptom Monitoring Requirement checklist located at return.umd.edu before coming in to work each day.
   a. If they answer “None of the Above,” they will receive notification from the system that they are approved to come to work.
   b. If they indicate an affirmative to any of the symptoms/questions on the daily checklist, they will be directed to stay home and to contact their primary healthcare provider. If they are required to self-isolate, they will need to complete the Self-Isolating Reporting form (see Attachment V) and forward it to the Executive Director and Business Manager. This will help USMSM determine if anyone else on the premises might be at risk.
   c. Staff members will confirm via email to the Executive Director and Business Manager that they have completed the Daily Symptom Monitoring Requirement checklist and whether they have been authorized to come to the campus.
   d. The following guidelines will apply for all staff members that have had to self-isolate before they will be able to return to work:
      i. Non-medical intervention – If you have not had a test to determine if you are COVID-19 positive, you can return to work after these three things have occurred:
         1. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), and
         2. Other symptoms have improved (for example, when your cough or shortness of breath have improved), and
         3. At least 10 days have passed since your symptoms first appeared.
      ii. Medical intervention – If you have had a test to determine if you are COVID-19 positive, you can return to work after these three things have occurred:
         1. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), and
         2. Other symptoms have improved (for example, when your cough or shortness of breath have improved), and
         3. At least 10 days have passed since your symptoms first appeared.

2. Practice social distancing. This includes maintaining a six-foot diameter from others and not gathering in groups.
   a. The number of individuals in the public restrooms at one time should be limited. Signs will be posted outside each restroom door to emphasize request.
   b. Only one staff member should be in the administrative kitchens to respect the social distancing requirement. For those using the refrigerator to store lunch, each staff member should label a shelf/drawer as their own and only place items in their section. This will help reduce the chance of any cross contamination.
c. Staff members can only have one visitor in their office at a time and both must wear a face covering for the duration of the meeting.

3. Wash hands often in the following manner or utilize the hand sanitizer stations provided throughout the buildings:
   a. Lather your hands by rubbing them together with soap for 20 seconds.
   b. Rinse hands well under clean running water.
   c. Dry hands using a clean towel or air dry them.

4. Follow the guidelines provided by the CDC:
   a. Cover your mouth and nose with a tissue when you cough or sneeze.
   b. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
   c. Try not to touch your face with unwashed hands.
   d. Do not touch or shake hands with others.

5. Must wear a face covering for the entire duration at the facility unless alone in your office. You must put your face covering on when someone comes into your office or when you leave your office.
   a. If wearing a cloth face covering, it should be washed after each use. A washing machine should suffice in properly washing the face covering.
   b. To safely remove a used face covering, individuals should be careful not to touch their eyes, nose and mouth when removing the face covering. They should immediately wash their hands after removing their face covering or, use hand sanitizer with at least a 70% alcohol content.

**University Coordinators**

1. Screening Requirements – University coordinators that have offices at the facility must do a self-assessment prior to coming to the USMSM campus. In order to be approved access to the facility, the university coordinator must send an email to the Executive Director and Business Manager attesting that:
   a. they do not have any COVID-19 symptoms;
   b. they have not had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days;
   c. they have not traveled outside the United States or, to a highly infected area within the United States or been in close contact with someone who has within the last 14 days.

2. If they are concerned that they might have COVID-19 symptoms, they should stay home and contact their primary healthcare provider. If they are required to self-isolate, they will need to complete the Self-Isolating Reporting form (see Attachment V) and forward it to the Executive Director and Business Manager. This will help USMSM determine if anyone else on the premises might be at risk.

3. The following guidelines will then apply before they will be able to return to the campus:
   a. Non-medical intervention – If you have not had a test to determine if you are COVID-19 positive, you can return to work after these three things have occurred:
      i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), and
      ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved), and
      iii. At least 10 days have passed since your symptoms first appeared.
   b. Medical intervention – If you have had a test to determine if you are COVID-19 positive, you can return to work after these three things have occurred:
      i. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), and
ii. Other symptoms have improved (for example, when your cough or shortness of breath have improved), and
iii. At least 10 days have passed since your symptoms first appeared.

4. Practice social distancing. This includes maintaining a six-foot diameter from others and not gathering in groups.
   a. Limit the number of individuals at the same time in the public restrooms. Signs will be posted outside each restroom door to emphasize request.
   b. Only one university coordinator should be in the administrative kitchens to respect the social distancing requirement. For those using the refrigerator to store lunch, each staff member should label a shelf/drawer as their own and only place items in their section. This will help reduce the chance of any cross contamination.
   c. University coordinators can only have one visitor in their office at a time and both must wear a face covering for the duration of the meeting.

5. Wash hands often in the following manner or utilize the hand sanitizer stations provided throughout the buildings:
   a. Lather your hands by rubbing them together with soap for 20 seconds.
   b. Rinse hands well under clean running water.
   c. Dry hands using a clean towel or air dry them.

6. Follow the guidelines provided by the CDC:
   a. Cover your mouth and nose with a tissue when you cough or sneeze.
   b. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
   c. Try not to touch your face with unwashed hands.
   d. Do not touch or shake hands with others.

7. Must wear a face covering for the entire duration at the facility unless alone in your office. You must put your face covering on when someone comes to your office or when you leave your office.
   a. If wearing a cloth face covering, it should be washed after each use. A washing machine should suffice in properly washing the face covering.
   b. To safely remove a used face covering, individuals should be careful not to touch their eyes, nose and mouth when removing the face covering. They should immediately wash their hands after removing their face covering or, use hand sanitizer with at least a 70% alcohol content.

Attendees

1. Every attendee will be required to complete a USMSM COVID-19 Screening Form to be allowed access to the premises. See Attachment VI for sample. The Event Coordinator will provide the screening form to the programs point of contact prior to their event for distribution to their attendees. Extra forms will be available at the designated entry points to the facilities for anyone forgetting their form or if they are at the facility to meet with a staff member or university coordinator. USMSM pens are available for their use and should be kept by the individual. These pens should not be used by anyone else. The completed screening forms will be provided to the Business Manager by the responsible staff assistant at the end of their shift.

2. Once the attendee has completed the form, the Staff Assistant will take their temperature. No-touch thermometers will be used, and their temperature noted on their screening form. A person’s actual temperature can be skewed and cause a false positive for a fever if they have been wearing a hat or have bangs.
   a. Hats will increase the temperature of the forehead while being worn. Individuals wearing hats will be asked to remove them upon entry to the building. Do not wait until they are providing
you with their screening form as you must wait at least one minute after the removal of the hat to allow their forehead to return to its “unelevated” temperature. Doing so will cause a delay in getting people admitted to the facility quickly.

b. Bangs can also cause elevated temperature readings. If someone has bangs, they will be politely asked to move them aside so the staff assistant can accurately take their temperature.

3. Any of the following will result in being denied access to the facility:
   a. Anyone refusing to complete the form.
   b. Anyone answering Yes to any of the questions in the Self-Declaration section of the screening form.
   c. Anyone answering No to any of the questions in the Agreement section of the screening form.
   d. Anyone with a temperature of 100.4 degrees Fahrenheit or higher.

*Individuals that are being denied access will be taken aside to a more private area and informed that they are denied entry and why. They will also be provided with a St. Mary’s County COVID-19 Call Center handout.*

4. If approved entry to the facility, the attendee will be provided a colored wristband (the color changes daily) to indicate they have been screened. This will allow them access to either building or the ability to leave and return to the premises without having to undergo another screening.

5. Practice social distancing. This includes maintaining a six-foot diameter from others and not gathering in groups.

6. Wash hands often in the following manner or utilize the hand sanitizer stations provided throughout the buildings:
   a. Lather your hands by rubbing them together with soap for 20 seconds.
   b. Rinse hands well under clean running water.
   c. Dry hands using a clean towel or air dry them.

7. Follow the guidelines provided by the CDC:
   a. Cover your mouth and nose with a tissue when you cough or sneeze.
   b. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
   c. Try not to touch your face with unwashed hands.
   d. Do not touch or shake hands with others.

8. Must wear a face covering for the entire duration at the facility.
   a. If wearing a cloth face covering, it should be washed after each use. A washing machine should suffice in properly washing the face covering.
   b. To safely remove a used face covering, individuals should be careful not to touch their eyes, nose and mouth when removing the face covering. They should immediately wash their hands after removing their face covering or, use hand sanitizer with at least a 70% alcohol content.

**Vendors**

All vendors will be required to complete a USMSM Vendor COVID-19 Screening Form before being allowed access to the premises. In this screening form, they attest that they are not experiencing any symptoms of a COVID-19 infection and agree to follow the policies and procedures as recommended by the CDC. See Attachment VII for sample.

1. Once the vendor has completed the form, the Staff Assistant will take their temperature. No-touch thermometers will be used, and their temperature noted on their screening form. A person’s actual
temperature can be skewed and cause a false positive for a fever if they have been wearing a hat or have bangs.

   a. Hats will increase the temperature of the forehead while being worn. Individuals wearing hats will be asked to remove them upon entry to the building. Do not wait until they are providing you with their screening form as you must wait at least one minute after the removal of the hat to allow their forehead to return to its “unelevated” temperature. Doing so will cause a delay in getting people admitted to the facility quickly.
   
   b. Bangs can also cause elevated temperature readings. If someone has bangs, they will be politely asked to move them aside so the staff assistant can accurately take their temperature.

2. Any of the following will result in being denied access to the facility:
   
   a. Anyone refusing to complete the form.
   
   b. Anyone answering Yes to any of the questions in the Self-Declaration section of the screening form.
   
   c. Anyone answering No to any of the questions in the Agreement section of the screening form.
   
   d. Anyone with a temperature of 100.4 degrees Fahrenheit or higher.

   Individuals who are being denied access will be taken aside to a more private area and informed that they are denied entry and why. They will also be provided with a St. Mary’s County COVID-19 Call Center handout.

3. If approved entry to the facility, the vendor will be provided a colored wristband (the color changes daily) to indicate they have been screened. This will allow them access to either building or the ability to leave and return to the premises without having to undergo another screening.

4. Practice social distancing. This includes maintaining a six-foot diameter from others and not gathering in groups.

5. Wash hands often in the following manner or utilize the hand sanitizer stations provided throughout the buildings:
   
   a. Lather your hands by rubbing them together with soap for 20 seconds.
   
   b. Rinse hands well under clean running water.
   
   c. Dry hands using a clean towel or air dry them.

6. Follow the guidelines provided by the CDC:
   
   a. Cover your mouth and nose with a tissue when you cough or sneeze.
   
   b. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
   
   c. Try not to touch your face with unwashed hands.
   
   d. Do not touch or shake hands with others.

7. Must wear a face covering for the entire duration at the facility.
   
   a. If wearing a cloth face covering, it should be washed after each use. A washing machine should suffice in properly washing the face covering.
   
   b. To safely remove a used face covering, individuals should be careful not to touch their eyes, nose and mouth when removing the face covering. They should immediately wash their hands after removing their face covering or, use hand sanitizer with at least a 70% alcohol content.

Compliance

Any staff member, university coordinator, attendee, or vendor not complying with any of these policies and procedures will be reminded of same and requested to comply. If they do not comply, they will be asked to leave the premises immediately. Any refusal to leave will result in USMSM contacting the local authorities.
If there are any concerns, you may request the Business Manager or Event Coordinator help facilitate any issues.

Facilities Control

**Hours of Operation**

Until further notice, USMSM will have temporary hours of operation: Monday through Friday, 7AM to 5PM. We will be requiring all programs and classes to finish no later than 4PM and to vacate the premises by 4:30PM. These days and hours of operation will be re-accessed as we continue through this crisis and will be updated accordingly.

**Dedicated Entry and Exit Points for Each Building**

Each building will have one entry point and one separate exit point which will be monitored by staff.

1. Building I: the east entrance doors will be used as the entry point into the building and the main entrance will be used as the exit from the building. All exterior doors, except for the designated entry point, will remain locked to ensure no one gains access to the facility without undergoing the screening process.

2. Building II: the student lounge doors will be used as the entry point into the building and the doors located near the Bookstore/Café entrance will be used as the exit from the building. All exterior doors, except for the designated entry point, will remain locked to ensure no one gains access to the facility without undergoing the screening process.

**Airflow Enhancement**

To create better airflow throughout the buildings, those rooms being utilized that day will have the doors propped open when the staff arrives as part of their morning routine and remain propped open when in use. This also includes the doors used to access the administrative areas. This will allow anyone needing access to these rooms/areas to come and go without having to touch the door handles.

Rooms not being used that day should remain locked to avoid any possible contamination via air or someone inadvertently using the space. Air filters will continue to be changed on a monthly basis unless new guidelines are provided.

**Disinfecting & Sanitizing**

All high touch surfaces will be cleaned every two to three hours based on the facilities utilization that day. This will entail both the housekeeping lead, contracted janitorial and all other staff working together to ensure the sanitization and disinfecting of our buildings. The products to be used should be per the CDC/EPA guidelines.

High touch surfaces will include the following:

1. Doorknobs and handles
2. Push plates and crash bars on doors
3. Automatic door openers
4. Light and lamp switches
5. Keyboards, mice, monitors and computers as well as remote controls and copiers
6. Vending machines
7. Tables and chairs
8. Office furniture such as desks, printers, etc.
9. Fridge and microwave handles
10. Faucet handles in kitchens and bathrooms
11. Restroom surfaces and fixtures

**Class/Event Rooms**

In order to ensure the health and safety of our staff and attendees, the following procedures will be used:

1. Preparing the room for use:
   a. Prop the entry door open
   b. Turn on the lights
   c. Check the equipment
      i. Computer
      ii. Projector
      iii. Sound
      iv. Internet
      v. Projection screen down
   d. Make sure the fan coil unit is set on medium
   e. Make sure the tables are aligned and the chairs are pushed in
   f. Make sure the whiteboard is clean and has adequate supplies (cleaning rags and markers)

2. Closing room:
   a. Touchable equipment such as keyboards, mice, remotes, etc. must be sprayed with an aerosol disinfectant after each use
   b. All other items such as light switches, whiteboard markers, etc. will be cleaned with a disinfectant cloth. The whiteboard cleaning rag will be replaced - used rags will be placed in the janitorial room in the pre-designated bag.
   c. Lock the room

3. The last shift of the day will prepare a list of rooms used that day to provide to the janitorial staff. This will let them know which rooms to ensure are to be cleaned and disinfected in conjunction with the public spaces.

**Kitchens (Catering, Lounge & Staff)**

**Catering**

Based on recommendations by the Global Center for Health Security, the catering kitchen will be closed and unavailable for usage during State of Maryland Stage I and Stage II. The usage of this kitchen should be re-evaluated when the status reaches State of Maryland Stage III to follow the guidelines provided.

**Lounge**

The usage of these kitchens will be closed and unavailable during all State of Maryland stages. Refrigerators and microwaves will be removed and not replaced until “back to normal” status.

**Staff**

To allow for social distancing, only one person should utilize the administrative kitchen at a time and use the guidelines below to help keep the kitchen areas free from contamination:

1. The staff member should wash their hands or use hand sanitizer prior to entering the kitchen.
2. Each staff member will have a specific area in the refrigerator for their use that they should keep maintained.
3. If staff member utilizes the countertop or tables for any type of preparation, the staff member is responsible for sanitizing and disinfecting the space before leaving the kitchen.

**Other**

These are other areas that are relevant to maintaining the health and safety of staff and others using our facility.

1. To help minimize contamination, only the rooms being used that day will be opened and, each room will only be used every other day. This will allow adequate disinfecting and sanitization between uses before putting them back into operation. The only exception will be for those programs running more than one day – they will continue in the same room until their program is complete.
2. USMSM staff will not be using the time clock system to limit staff to exposure. Staff will be expected to work their scheduled hours only. Any hours outside of their regularly scheduled hours will need approval of their supervisor.
3. Everyone using the copier (apart from just picking up printing) must clean it with a disinfecting cloth after each use.
4. Each staff member responsible for arming and disarming the alarm system must clean it with a disinfecting cloth after each use.
5. At the end of their shift, each staff member must disinfect their workstation. This includes the telephone and cord, computer keyboard and mouse, desk, chair, etc.

**Specific Janitorial Procedures**

The following will be required of our janitorial staff to ensure the sanitization and disinfecting of all USMSM spaces.

1. All rooms need to be cleaned and disinfected with bleach-based and Lysol products.
   a. Tables should be cleaned and disinfected.
   b. Classroom chairs should be sprayed with Lysol.
   c. Staff assistants will be responsible for cleaning and disinfecting the equipment and whiteboards & supplies in each room used.
2. All restrooms will be cleaned and disinfected every two to three hours based on the facilities utilization that day.
3. Vending machines will be disinfected every two to three hours based on the facilities utilization that day.
4. The room list provided by the Staff Assistants should be used to determine which rooms need to be cleaned and disinfected that day.
5. The hand sanitization stations will be checked every two to three hours based on the facilities utilization that day and refilled as necessary.
6. All cleaning rags, both those for cleaning the buildings and those used on the whiteboards, should be washed every day.
7. The day janitorial staff will provide the night janitorial staff with the list of rooms/areas that still need to be completed.
Attachment II

Event/Classroom Room Capacities

To ensure social distancing guidelines, the following room capacities have been established and will be used until the said guidelines have been updated or eliminated. The room capacities will be used when scheduling classes or events. The actual number of attendees will be limited to the Governors group limit or percentage of capacity, if any. No exceptions will be made.

Building I

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Maximum Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>N/A</td>
<td>Taken out of service</td>
</tr>
<tr>
<td>110</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>119</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>MPR</td>
<td>28</td>
<td>Event program usage only</td>
</tr>
</tbody>
</table>

Building II

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Maximum Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>119</td>
<td>N/A</td>
<td>Taken out of service</td>
</tr>
<tr>
<td>120</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>124</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>127</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>20</td>
<td>Event program usage only</td>
</tr>
<tr>
<td>152</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>153</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>154</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>155</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>156</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>163</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>164</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Center Hall</td>
<td>16</td>
<td>Per section – Event program usage only</td>
</tr>
</tbody>
</table>
Attachment III

Cleaning Guidelines for Labs & Research Facilities

UNIVERSITY OF MARYLAND COLLEGE PARK

MAY 26, 2020 DRAFT

The Centers for Disease Control (CDC) provides recommendations for cleaning and disinfecting for SARS-CoV-2. The recommendations are based on types of surfaces: hard, non-porous materials including stainless steel, floors, countertops, tables, equipment; soft, porous materials (carpets, furniture, window coverings); electronics; and laundry (lab coats).


Surfaces that have visible dirt need to be cleaned before disinfectants are applied. More frequent cleaning and disinfection of high touch surfaces may be required based on level of use.

Examples of high-touch locations and equipment include:
- Benchtops
- Equipment handles and latches
- Equipment controls and touchpads
- Drawer and cabinet handles
- Bin and water incubator lids
- Hand tools
- Micro pipettors and other shared tools
- Faucet handles and sprayer grips
- Baskets, bins, trays, etc.
- Outsides of shared chemical bottles and caps
- Chair backs and arm rests
- Shared equipment and supplies including pens, whiteboard markers, etc.

BEFORE USE OF DISINFECTANT: Check for Compatibility- Before applying a disinfectant, determine any materials or equipment located in the lab that potentially could be incompatible with the product. Some equipment may require a secondary wipe-down with water or ethanol.

Preparing the Lab- Dispose of all benchtop absorbent pad, cardboard, or other porous materials. Ensure that all sharps are stored or disposed of appropriately. Discard all contents of benchtop waste containers into an appropriate waste stream.

USE EPA REGISTERED DISINFECTANTS: Use a disinfectant that has an EPA registration number to be effective against the COVID-19 coronavirus. The registration number is located on the product label. Do not use products that do not have an EPA registration number for use with SARS-CoV-2.

The EPA List N: Disinfectants for Use Against SARS-CoV-2 can be found at: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

To find a product, enter the first two sets of its EPA registration number into the search bar. The name of the product does not need to be listed as long as the registration matches.

Diluted household bleach solutions (at least 1000 ppm sodium hypochlorite) can be used if appropriate for the surface. Allow proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Bleach solutions will be effective for disinfection up to 24 hours.
• Prepare a bleach solution by mixing:
  o 5 tablespoons (1/3 cup) bleach per gallon of water or
  o 4 teaspoons bleach per quart of water

PAY ATTENTION TO DISINFECTANT CONTACT TIME: The overwhelming majority of disinfectants need time to work, so simply spraying and immediately wiping is insufficient. Follow the manufacturer’s instructions. For most disinfectants, spray until the surface is thoroughly wet, then wait 5-10 minutes before wiping. This includes bleach. DO NOT ASSUME that the disinfectant works on contact.

WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT: This includes gloves, eye protection and possibly a covering over clothing (e.g., disposable gown or apron.)

ELECTRONICS AND SENSITIVE EQUIPMENT
• Use care with delicate equipment
• Follow the equipment manufacturer’s instructions for all cleaning and disinfection products
• Consider use of wipeable covers for electronics
• If manufacturer guidance is not available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol (ethanol) to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
• Certain equipment may be damaged by spraying (computer keyboards and mice, key-style equipment touchpads, on/off switches, power tools, etc.) and by harsher disinfectants such as bleach. An EPA registered quaternary-ammonium disinfectant or 70% ethanol wipes may be used for these more delicate tasks.
• If disinfectant wipes are not available, wet a dry wipe or clean soft cloth in the alcohol or disinfectant until it is soaked but not quite dripping, and then use it to wipe the keyboard/switch/etc., being careful to avoid getting liquid into any openings. The surface should be visibly wet after you wipe it, and the disinfectant should be left to evaporate from the surface.


ALTERNATIVE CLEANING METHODS: The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. The EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.

The CDC only recommends use of the EPA List N Disinfectants against the virus that causes COVID-19.
St. Mary’s County COVID-19 Call Center

301-475-4911

Community members should consult with their primary care physician if they are experiencing any COVID-19 symptoms; however, for general questions or, if you need help in arranging to get tested, you can contact the call center and they will be able to help.

Language line interpretation services are available during all hotline operational hours for Spanish and other languages, including Punjabi, French, Arabic, Mandarin, Neali and more.

While the virus that causes COVID-19 is a new respiratory virus, daily precautions recommended to prevent respiratory illnesses are the same:

▪ Follow social distancing guidance from national, state and local government officials
▪ If you are sick, stay at home (except for necessary medical evaluation) and away from others in your household
▪ Wash your hands often with soap and water for at least 20 seconds; if soap and water is unavailable use an alcohol-based hand sanitizer with at least 60% alcohol
▪ Avoid close contact with people who are sick
▪ Cover your cough or sneeze with a tissue and throwing the tissue in the trash
▪ Avoid touching your eyes, nose and mouth with unwashed hands
▪ Clean and disinfect frequently touched objects and surfaces
▪ Wear a cloth face mask when possible

Community members, healthcare providers, and local business owners are encouraged to visit the SMCHD website for local updates and information at: www.smchd.org/coronavirus.
Self-isolation Form

Name __________________________________________________________

Date Last at USMSM (physically present) ____________________________

Isolation Start Date __________________________

Anticipated Isolation End Date __________________________

Are you symptomatic (choose one)? Yes No

Contact Phone Number ______________________________

Email Address ____________________________________________

What was your last known physical location while at USMSM? ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you been tested for Covid-19? (choose one) Yes No

Isolation Location ____________________________________________

________________________________________________________________________

CONTINUED ON BACK OF PAGE
If you have traveled and are self-isolating as a result, where did you travel (Cruise destination/ Travel Destination)?

Reason for Self-Isolation (select all that apply)

______ Anyone who has had close contact with someone known to be diagnosed with COVID-19. Close contact means you were within about 6 feet of a person diagnosed with COVID-19 for a prolonged period. Close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case. Close contact also means having direct contact with secretions (typically coughs and sneezes) from a person with COVID-19 case.

______ Anyone who develops symptoms of a COVID-19 infection—fever, chills, cough, trouble breathing, sore throat, new loss of taste or smell, nausea or vomiting, muscle or body aches, excessive fatigue or diarrhea.

______ Anyone arriving back in the US after traveling abroad.

______ Anyone arriving from a cruise ship (ocean or river).

______ Anyone traveling from a highly infected area within the United States.

Any other information you would like to provide at this time:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
COVID-19 Screening Form

In an effort to reduce the risk of COVID-19 exposure to USMSM employees as well as others on the premises, everyone must complete the following screening questionnaire and consent to have their temperature taken.

Date: ______________________

Name: ______________________

Phone number: ______________________

Purpose of visit: ______________________

If you answer YES to any of the following questions you will not be permitted access to USMSM’s facility.

<table>
<thead>
<tr>
<th>Self-Declaration</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you traveled outside the United States or to a highly infected area within the United States or been in close contact with anyone who has within the last 14 days?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you experienced any symptoms of a COVID-19 infection in the last 14 days [fever, chills, cough, trouble breathing, sore throat, new loss of taste or smell, nausea or vomiting, muscle or body aches, excessive fatigue or diarrhea]?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you waiting for the results of a COVID-19 test you had because you had symptoms or were exposed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you caring for someone with COVID-19 or possible COVID-19 infection?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTINUED ON BACK OF PAGE
If you answer NO to any of the following questions you will not be permitted access to USNSM’s facility.

<table>
<thead>
<tr>
<th>Agreement to USNSM Policies</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>You agree to cover your mouth and nose with a cloth face cover the entire time you are in the USNSM facility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You agree to avoid close contact with others and maintain social distancing requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You agree to follow good hygiene practices including washing hands often or using hand sanitizer and avoid touching your eyes, nose and mouth with unwashed hands.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You agree to cover coughs and sneezes with a tissue or use the inside of your elbow and immediately follow by washing your hands or use hand sanitizer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You consent to have your temperature checked and noted. (If you are found to have a temperature of 100.4 degrees or higher, access to the facility will immediately be denied.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature (Required)

INTERNAL USE ONLY

Temperature Reading: __________

Access to facility (circle one): Approved    Denied

Employee Name ____________________________ Employee Signature ____________________________
Attachment VII

Vendor COVID-19 Screening Form

In an effort to reduce the risk of COVID-19 exposure to USMSM employees as well as others on the premises, all vendors must complete this form and allow their temperature to be taken prior to having access to the facility.

Date: __________________________
Vendor Company: ______________________________
Vendor Representative Name: ______________________________
Purpose of visit: ______________________________

I attest that I am not experiencing any symptoms of a COVID-19 infection including fever, chills, cough, trouble breathing, sore throat, new loss of taste or smell, nausea or vomiting, muscle or body aches, excessive fatigue or diarrhea; and have not been in close contact with anyone confirmed to have COVID-19.

I agree to follow the policies and procedures as recommended by the CDC including wearing a mask while in the facility, maintaining social distancing requirements, and following good hygiene practices.

________________________________________________________
Signature (Required)

<table>
<thead>
<tr>
<th>INTERNAL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature Reading: __________________</td>
</tr>
<tr>
<td>Access to facility (circle one):</td>
</tr>
<tr>
<td>__________________</td>
</tr>
<tr>
<td>__________________</td>
</tr>
<tr>
<td>Employee Name</td>
</tr>
</tbody>
</table>