**Introduction**

On April 28, 2020, the State of Maine issued a staged plan to gradually and safely restart Maine’s economy. In keeping with these state-mandated guidelines and Centers for Disease Control (CDC) recommendations, the Eastern Maine Community College COVID-19 Response Team has developed a return-to-campus plan that is guided by three core values:

1. Safety of faculty, staff and students
2. Continue teaching and learning
3. Be financially prudent

The goal of Eastern Maine Community College is to continue to fulfill its mission to “**provide the highest quality post-secondary technical, career, and transfer education and serve as a dynamic community and economic development resource”** and to do so in the safest manner possible following the guidance of the Maine CDC. The plans outlined in the pages below provide the protocols, procedures and best practices required of ALL members of our college community to ensure we meet that goal and will be reviewed and amended as frequently as necessary to reflect the most up-to-date guidance from the Maine CDC.

Eastern Maine Community College is operating and moving forward with the Leadership Plan below, with the plan in place that all courses that can be delivered online this fall, will be. The only face-to-face instruction that will occur on the EMCC campus will be technical labs that have to practice hands-on skills. Student Services such as tutoring, counseling, and advising, will also be available online.

**Leadership Plan**

President Larson designated David Wilson, Director of Campus Safety and Security, as the College’s COVID Leader. David can be reached at 207-974-4853 (office), 207-735-8120 (cell) or at [dwilson@emcc.edu](mailto:dwilson@emcc.edu).

In addition, a COVID 19 Response Team was chartered in March 2020 to identify challenges and issues, develop and recommend strategies, practices, protocols, and solutions to the President’s Cabinet and other college governing bodies that prioritizes employee and student safety, high quality teaching, learning and student support while maintaining required compliance set forth by the state and Maine CDC. The cross functional team represents all areas of the campus community and is finalizing a Return to Campus Plan which is designed to minimize the number of people (faculty, staff, students, visitors, etc.) in order to support social distancing and comply with current CDC guidelines on group sizes.

The priority is to support the need of faculty to teach content that can only be delivered in a face-to face environment and for staff to complete essential work on campus that cannot be completed remotely. All academic courses that can be delivered remotely will not be delivered in a face to face learning environment on campus.

Employees who are successfully working from home will continue to do so unless the operational needs of the department dictate otherwise. All support services (Admissions, Registration, financial Aid, Student Billing, Tutoring, Advising, Bookstore, etc. will be operating remotely to provide timely assistance to students as safely as possible. No face-to-face student services will be available during the Fall semester.

**Return to Campus Plan**

While the full Return to Campus Plan is not finalized the team is working on each of the areas below to fulfill the College mission as safely as possible.

* Leadership
  + COVID Leader Contact
  + COVID Response Team
  + Relationship with local medical provider
* Communication Plan
  + Communications
  + Signage
* Health and Safety Plan
  + Health Screening Protocols
  + Testing Protocols
  + Guidance on Prevention and Hygiene
* Human Resources and Staffing Plan
  + Training
  + Staffing Plans
  + Request to Work on Campus
  + Request to have a Group Activity on Campus
* Facilities
  + College Point of Entry and checkpoints
  + Hand Sanitizer Stations
  + Cleaning Protocols
  + Traffic Flow and Scheduling
  + Custodial Staff Training and PPE
* Food Services
* Academic Planning
  + Course Delivery Overview
  + Department Level Plan for Face to Face instruction
  + Addressing Vulnerable and High-Risk Populations
  + Assessment Strategies
* Residential and Student Life
* Transportation and travel
  + Use of college vehicles
  + Out of State Travel
* Contingency Planning if we get a positive case
* Adherence to Protocols

A weekly update will be provided on the progress of our Return to Campus plan. Inquiries regarding this plan should be sent to [responsteam@emcc.edu](mailto:responsteam@emcc.edu).