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EMCC COVID-19 Campus Update

2 messages

Heather Weber <heather.weber@estrellamountain.edu>

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Bcc: dl-emc@memo.maricopa.edu



Welcome EMCC Campus Community to the Fall 2021 semester!

One of our top priorities is to provide a safe working and learning environment for our campus community. As a result, we are continuously monitoring the data related to COVID-19. Given the high transmission rate of the Delta variant, we want to take a moment to provide an overview of the following measures and processes that have been implemented at Estrella Mountain to help mitigate the spread of the virus and maximize wellness.

FACE COVERINGS ARE REQUIRED:

Per the [Chancellor's email on 8/12](#), masks and face coverings are now required while inside EMCC campus buildings. Because this requirement applies to all individuals regardless of vaccination status, it is in line with both the Governor's Executive Order (2021-15) and Arizona Revised Statutes 15-1650.05.

If you arrive on campus and realize you have forgotten your face mask, please stop by College Police, and they will provide one to you. If you are working on campus and unable to wear a face mask due to a medical condition, please contact local HR at: dl-emc-humanresources@estrellamountain.edu.

If you need an **additional supply of masks** in your area for students or community members who may have forgotten or please submit a [Facilities Helpdesk Request](#) and a supply will be delivered. Last year, complimentary reusable EMCC face masks were provided to all employees. If you are new to the college or have not received your complimentary EMCC mask, please contact [Sandra Chavez](#) (58025) to receive your EMCC mask.

COVID REPORTING REQUIREMENTS:

As a reminder, self-reporting and disclosure are critical tools used to help keep our college community safe. **Please immediately alert your supervisor, stay home, and self-report to MCCCC Risk Management at <https://together.maricopa.edu/covid-19-reporting> if:**

- A. You have tested positive for COVID-19 **OR**
- B. You have had close contact with someone within 48 hours of them testing positive for COVID-19 or experiencing COVID-like symptoms. (Close contact is defined as being within 6 feet for at least 15 minutes over a 24 hour period).

If you are not feeling well, please work with your supervisor and do not come to campus. Staying off-campus is very important for your health and the health of others.

TEMPERATURE CHECK STATIONS:

Free-standing temperature check monitoring stations remain available for employees and students to check their temperatures upon entry into a building and as needed throughout the day. The monitoring stations issue a warning for temperatures above the recommended threshold of 100.4 F. and also issue a warning if the individual is not wearing a face covering.

A map of the temperature check stations, along with the self-assessment checklist, has been posted on the EMCC HR website. Below is a current list of temperature check station locations.

- Komatke B Student Entrance
- Komatke B Staff Entrance
- Estrella Hall North Commons East & West Entrance
- Estrella Hall South hallway near President's Office
- Estrella Conference Center Lobby
- Montezuma Hall near Fish Tanks
- Montezuma Life Science Lab Area
- Montezuma Physical Science Lab Area
- Mariposa Hall South Entrance near Makerspace
- Mariposa Hall East Entrance near Eco Cafe
- Performing Arts Center

COVID RESPONSE TEAM:

While the processes surrounding employee incidents have been developed and tested, student incidents of COVID are more complex and require a coordinated effort from multiple areas of the campus community. To address the complexities, EMCC utilizes a *COVID Response Team*. This team has developed protocols to follow if a student reports a positive test result or close contact with someone who has tested positive. The team includes members of student affairs, academic affairs, and administrative services. If a student informs you that they have tested positive or have been exposed to someone who has tested positive, please ask the student to **self-report to MCCCCD Risk Management at <https://together.maricopa.edu/covid-19-reporting>**. Please also notify the EMCC COVID-19 Hotline:

EMCC COVID-19 Hotline: 623-935-8019

EMCC COVID-19 Email: covid.hotline@estrellamountain.edu

Reporting to the COVID Hotline will help ensure that in the event of an exposure, EMCC can take immediate action to protect the health of both students and employees while addressing the impact on the learning environment.

COVID VACCINATION CLINICS:

To help protect our collective communities, we strongly encourage everyone eligible to get vaccinated. This semester, vaccination clinics will be held at EMCC and at each Maricopa Community College campus for students,

their friends, and families. As an added incentive, students receiving the vaccine at any MCCCCD campus will receive a \$50 grocery gift card (while supplies last). Please encourage all students to check their maricopa.edu email, our website, and social media for more details about our upcoming vaccination clinics and instructions on eligibility for the \$50 grocery gift card.

CAMPUS CLEANING PROTOCOLS:

The EMCC Facilities Department follows the MCCCCD cleaning protocols for COVID-19 (attached). These include:

- Classrooms, office suites, and common areas will be stocked with disinfecting wipes and hand sanitizer near the entrance. Individuals can use wipes to clean surfaces, keyboards, mice, and other classroom/office equipment as needed throughout the day.
- Classrooms will be deep cleaned and disinfected overnight and at least once during the day, depending on the frequency of use.
- Restrooms are deep cleaned and disinfected nightly. During the day, restrooms in occupied areas will be cleaned and disinfected every 4 hours at a minimum. Cleaning and disinfecting are done by applying EPA-approved disinfectants either by hand or electrostatic equipment (according to CDC guidelines).
- Frequently touched items such as doorknobs/handles, light switches, sink faucets, handrails, etc., will be cleaned and disinfected often throughout the day.

Throughout the year, the Facilities Department will maintain a stock of masks, cleaning supplies, hand soap, hand sanitizer, and disinfectant wipes. If you need supplies for your area, please submit a [Facilities Helpdesk Request](#), and Facilities will make arrangements to deliver supplies to your area.

AIR CIRCULATION STANDARDS:

Working with District Facilities Planning & Development, EMCC's Facilities Department developed an HVAC operation plan for the campus in alignment with the Centers for Disease Control and Prevention information on the concern over drop and aerosol spread of COVID-19. As a result, our HVAC Team is making the following efforts to ensure that our HVAC ventilation systems are working properly and operating in a manner to help mitigate the spread of COVID-19.

Every air handler on campus has return/outside air filtration. Our EMCC HVAC staff monitor the operation of outside air return air dampers on a regular and ongoing basis. The lab buildings employ a higher level of outside air intake and filtration by using a secondary filtration rack (bag filters). MERV filters, specified by the design engineer, have been

installed in the air handlers on campus. MERV pleated filters utilize 100% synthetic media that help capture airborne particles/allergens. All filters are checked and changed frequently.

The testing of airflow and use of CO2 sensors to enhance ventilation in common areas, including increasing the amount of outdoor air coming into the building, has also been addressed. EMCC utilizes a control scheme called “demand-controlled ventilation” on all air handlers that supply air to the classroom buildings. Demand-controlled ventilation uses CO2 sensors to sample the air returning from the various spaces and modulates the outside air to maintain a particular CO2 set point. There is also an adjustable set point on most air handlers, including units without demand control ventilation. The adjustable set point opens the outside air dampers to a fixed minimum of 10% regardless of the CO2 levels to ensure there is always some amount of fresh air being brought into each building. All buildings are purged twice a day. Two hours prior to occupying the building in the morning and two hours after the buildings are closed (purge = bringing 100% outside air for 2 hours).

TELECOMMUTING AGREEMENT:

As we enter the fall semester, EMCC continues to support the remote work of classified staff while maintaining the minimum of a 50% (per pay period) in-person on-campus work requirement. Staff and supervisors are encouraged to work together to create flexible schedules that meet the face-to-face needs of our students and community while still providing remote work opportunities for employees during this time.

As part of this process, all employees (classified staff and residential faculty) working in a remote work capacity must complete the Telecommuting Form for the Fall 2021 semester by August 25, 2021. **Adjunct faculty do not need to complete a telecommuting agreement.*

Telecommuting Form: <https://go.estrellamountain.edu/telecommuting-agreement-form>

This form is also located on the HR intranet: <https://sites.google.com/estrellamountain.edu/human-resources/home>.

EMCC COVID-19 HOTLINE:

As a reminder, you can send all questions or concerns to the EMCC COVID-19 Hotline via phone or email.

EMCC COVID-19 Hotline: 623-935-8019

EMCC COVID-19 Email: covid.hotline@estrellamountain.edu

Thank you all for your continued support.

Be safe and be well, your EMCC COVID-19 campus leads.
Heather and Chad

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Custodial Cleaning Protocols.pdf

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