

**From:** [MC Communications](#)  
**To:** [All Employees Dynamic Grp](#)  
**Subject:** Return-to-Campus Building Access Information  
**Date:** Tuesday, June 29, 2021 10:02:15 AM

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Memorandum

**To:** Montgomery College Employees

**From:** Monica Brown, Senior Vice President for Student Affairs  
Stephen Cain, Chief of Staff/Chief Strategy Officer  
Sanjay Rai, Senior Vice President for Academic Affairs  
Donna Schena, Senior Vice President for Administrative and Fiscal Services  
David Sears, Senior Vice President for Advancement and Community Engagement

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This return-to-campus information is provided to help you safely access the College's facilities during the transition to more on-site operations (on our campuses and other College locations) over the summer. As we welcome everyone back to the campuses, we ask that you take a moment to understand how you can contribute to our success as the College works to reopen its facilities and return to normal, pre-pandemic operations.

**Remember that the College urges everyone in the MC community to get fully vaccinated. We all share a responsibility to do everything we can to keep our MC community safe from the coronavirus. Vaccinations are available throughout the state of Maryland. [View the Maryland vaccine website](#) for additional details.**

The College has taken many steps to prepare for a safe and productive arrival of employees and students in the coming weeks. Please refer to the May 27, 2021, [return-to-campus operations memorandum](#) and the [MC return-to-campus webpages](#) for details about this transition. We are looking forward to seeing more staff and faculty in person.

During the past 15 months, the College has operated with minimal on-site instruction in a limited number of buildings on the campuses. Because of the very limited need for space, most buildings on the campuses have remained closed. The Office of Facilities is finalizing work to fully reopen buildings as we prepare for a greater number of students and employees on the campuses. The Office of Facilities has been working to prepare our buildings in accordance with Montgomery County guidance and the [Guidance for Institutions of Higher Education](#) from the Centers for Disease Control and Prevention (CDC) which includes direction for cleaning, disinfecting, and ventilation. All College buildings have been and will continue to be disinfected and appropriate levels of air ventilation maintained.

Throughout the pandemic, the College has regularly reviewed coronavirus infection data, vaccination rates, and public health guidance from authorities with Montgomery County, the state of Maryland, and the Centers for Disease Control and Prevention. As the science and guidance have evolved, so have our planning and practices for MC, including the College's plans for returning to on-site operations. In reviewing our building plans, we consulted with Dr. Earl Stoddard, the director of emergency management and homeland security for Montgomery County. Dr. Stoddard said, "Montgomery County's partners and residents have worked hard to

achieve the highest vaccination rate of eligible residents of any medium or large-sized county in the country. This high level of community protection that we have worked so diligently to achieve affords us the ability to get back to doing the in-person activities we all enjoyed before the pandemic began. With our high vaccination rates and very low levels of COVID-19 in Montgomery County today, Montgomery College can begin to safely resume the in-person educational experiences our community has long cherished.”

Here are a few steps you can take for an easy transition to on-site work:

- Remember that vaccinations are the most effective prevention against contracting the COVID-19 virus. The College continues to strongly encourage all our employees and students to get vaccinated.
- Obtain approval from your supervisor to work on site.
- Complete the [daily self-assessment](#) online before arriving at your location.
- Complete the online [COVID-19 training in MC Learns](#) before your first day of on-site work. If you have previously completed the training, you do not need to retake it.
- Note that, starting July 1, face coverings are optional in College facilities for people who are fully vaccinated. This guidance aligns with county and state guidance.
- Find the locations of the disinfecting wipes and touchless-hand sanitizing stations that are readily available throughout the buildings. If facemasks or disinfecting wipes are needed for your work area, contact the Office of Facilities.
- Maintain social distancing, which is still in effect. Please follow the College’s current social distancing standard and be mindful of your colleagues, who may have a different comfort level than you do regarding personal space. Please note that the College’s social distancing standard is subject to change.
- Refrain from using water fountains, which are not in use at this time. Chilled water stations are being installed throughout campus buildings.
- Kitchens may be used according to these guidelines:
  - Refrigerators may be used, but employees are to remove all of their food every Friday evening. Refrigerator water dispensers may be used. Please do not use the ice at this time.
  - Coffee machines, microwave ovens, and toaster ovens may be used, but please clean up any spills.
  - Sinks may be used for washing glassware and dishes.
  - Tables and chairs may be used observing the College’s current social distancing guidance.
  - Please pay attention to keeping the kitchen/dining areas clean.

### **Stay Updated with MC’s Website**

Visit the [MC website Return to Campus pages](#), available via the link in the blue bar at the top of the website, to stay informed about the College’s return to onsite operations. There you can read details about the return-to-campus timeline and requirements, frequently asked questions, required training, and public health information. Please check the website often as it is updated as new information becomes available.

For information about a specific campus or building at the College, please see the [Office of Facilities webpages](#). There you will find contact information for the Facilities team on your campus.

We very much look forward to our return to onsite and reengaging with all of you.

