
Chapter: Public Safety, Health, and Emergency Management

Modification No. 001

Subject: **Public Health & Environmental Safety**

- 1 I. Montgomery College is committed to promoting public health and environmental safety at
2 College-owned and operated locations and in the communities that it serves.
3
- 4 II. The College views compliance with all applicable laws and regulations as a condition of
5 employment, enrollment, and presence and presence at any College location. Violation of
6 such requirements may be considered grounds for disciplinary action, including
7 termination of employment, academic suspension, and removal from College property.
8
- 9 III. The Office of Public Safety, Health and Emergency Management has primary
10 responsibility for developing, implementing, and maintaining public health and
11 environmental safety compliance programs; auditing college operations to ensure health
12 and safety compliance across the college; advising and communicating with the college
13 community on matters related to public health and environmental safety; and meeting
14 internal and external reporting requirements.
15
- 16 IV. It is the policy of the College to encourage individuals to report any public health and
17 environmental safety concerns immediately so that prompt corrective and preventative
18 action can be taken.
19
- 20 V. The Board of Trustees authorizes the president to establish any procedures necessary to
21 implement this policy.

Board Approval:

Chapter: Public Safety, Health, and Emergency Management

Modification No. 001Subject: **Public Health & Environmental Safety**I. Scope and Applicability

All College employees, students, contractors, and visitors are required to comply with applicable safety, health, and environmental laws and regulations while on College property and when participating in in College-sponsored events, whether on or off College property.

II. Responsibilities

A. While specific areas of responsibility fall to designated offices and positions within the College, all members of the College community, including students, faculty, staff, contractors, and visitors, are responsible for maintaining a healthy and safe learning and working environment. This includes but is not limited to the following:

1. Observing and following public health and environment safety regulations, policies, rules, and procedures.
2. Participating in mandatory public health and environmental safety training, as applicable.
3. Giving consideration to and taking personal responsibility for the safety of self and others at all times while conducting College business on or offsite.
4. Promptly reporting all safety, public health, or environmental hazards, near misses, incidents, and injuries, as well as any concerns regarding risks to public health and environmental safety, to the Office of Public Safety, Health and Emergency Management Safety (PSHEM) via the concern form on the Public Health and Environmental Safety (PHES) webpage or via email to the appropriate area:
publichealth@montgomerycollege.edu or
environmentalsafety@montgomerycollege.edu. Such reporting is in addition to any other reporting requirements mandated by applicable laws, regulations, and College policies and procedures.

B. Public Health and Environmental Safety (PHES) is responsible for the following:

1. Developing, implementing and maintaining compliance programs regulated by the United States Environmental Protection Agency, Maryland Department of the Environment (MDE), Occupational Safety & Health Administration (OSHA), Maryland Occupational Safety & Health (MOSH), and compliance with local ordinances such as those promulgated by the City of Rockville, City of Takoma Park, Montgomery County and their agencies.

Chapter: Public Safety, Health, and Emergency Management Modification No. 001

Subject: **Public Health & Environmental Safety**

- 68 2. Providing coordinated, College-wide expertise across departments and
69 offices in specialized areas such as public health, hazardous materials
70 management, personal protective equipment certification, and
71 occupational safety.
72
- 73 3. Maintaining certifications in asbestos management, Resource
74 Conservation and Recovery Act (RCRA) hazardous waste, Department
75 of Transportation Hazardous Materials Transportation, and other relevant
76 licenses and accreditations.
77
- 78 4. Chemical inventory reporting to the Montgomery County Office of
79 Emergency Management & Homeland Security.
80
- 81 5. Overseeing chemical, infectious, and radioactive waste disposal and
82 related contracts, including maintaining asbestos inventory records.
83
- 84 6. Coordinating, conducting, and documenting required and requested
85 inspections.
86
- 87 7. Developing and delivering timely and ongoing training as needed to
88 support the public health and environmental safety of the College
89 community.
- 90 8. Monitoring county, state, and federal public health and safety
91 emergencies, developing the College's response to such emergencies,
92 and coordinating with relevant public health officials.
93
- 94 9. Communicating timely updates regarding any threats to the public health
95 and environmental safety of the College community, including but not
96 limited to those related to public health emergencies. While these
97 communications may come through various channels, the PHES website
98 shall serve as the primary source of information and standard operating
99 procedures/manuals related to a public health emergency.
100
- 101 C. The Office of Human Resources and Strategic Talent Management (HRSTM) is
102 responsible for working with individual employees to evaluate the need for
103 workplace accommodation requests. Employees wishing to request an
104 accommodation should contact an Employee Accommodation & Leave Specialist
105 in HRSTM at adaaccommodations@montgomerycollege.edu
106
- 107 D. The Environmental, Health and Occupational Safety Steering Committee, and
108 any appropriate subcommittees deemed necessary, reinforce environmental
109 health and safety as an institutional priority, create a culture of safety, work to
110 eliminate workplace hazards and environmental concerns to maintain a safe
111 college community, and supports PHES in ensuring compliance.

Chapter: Public Safety, Health, and Emergency Management

Modification No. 001

Subject: **Public Health & Environmental Safety**

112
113 E. Each College division is responsible for monitoring relevant laws, regulations,
114 and industry standards applicable to their areas of responsibility, and providing
115 training, resources, and personal protective equipment for employees to
116 understand and protect themselves from hazards in the workplace. Responsibility
117 for compliance follows administrative channels unless specifically noted
118 otherwise.

119
120 F. Campus Deans are responsible for coordinating with PHES to ensure health and
121 safety of students, faculty, staff, contractors, and visitors to their assigned
122 locations. These responsibilities will include:

- 123
124 1. Serve as the primary point of coordination for the implementation of
125 public health and safety directives at their assigned location, ensuring
126 operational execution across academic and administrative units.
127
128 2. Promptly communicate any public health or safety concerns raised by
129 their constituents to the PHES to ensure timely awareness and
130 response.
131
132 3. Coordinate with the Office of Facilities and Public Safety and their
133 location to execute any temporary closure or restriction of access
134 necessitated by public health or environmental safety concerns, as
135 directed by PHES or College leadership.
136
137 4. Serve as the initial point of review for event proposals at their location to
138 identify potential public health or environmental safety concerns, and
139 coordinate with PHES and other relevant offices as needed.
140
141 5. Support compliance at their location with PHES regulations by facilitating
142 collaboration between PHES and academic and administrative units to
143 ensure integration of public health and environmental safety
144 requirements into operations.
145

146 G. All staff, including but not limited to laboratory and facilities managers, are
147 responsible for partnering with PHES to ensure the public health and
148 environmental safety of the students and staff in their unit.
149

150 III. Public Health and Environmental Safety Programs

151
152 The College's Public Health and Environmental Safety policy is implemented in part
153 through a series of programs, standard operating procedures, and guidelines developed
154 and maintained by PHES in response to regulatory requirements and/or College
155 decisions. These are mandatory.
156

Chapter: Public Safety, Health, and Emergency Management

Modification No. 001

Subject: **Public Health & Environmental Safety**

A complete list of programs, standard operating procedures, and guidelines can be found on the PHES webpage and those relate to, but are not limited to:

- A. Asbestos abatement
- B. Chemical/hazardous waste management and removal
- C. Job/activity hazard assessment
- D. Indoor air quality
- E. Personal protective equipment
- F. Occupational safety
- G. Safety training
- H. Emergency medical response
- I. Bloodborne pathogens
- J. Heat illness prevention and management

IV. Communicable Disease

- A. Communicable diseases are diseases which are capable of being transmitted between individuals in various ways. College employees may not discriminate against any student or employee who has or is suspected of having a communicable disease.
- B. Where there is no risk to the health and safety of self or others, the College supports measures to permit continued employment, class attendance, and use of college services and facilities.
- C. In line with the policy that public health and environmental safety is everyone's responsibility:
 - 1. Individuals feeling unwell should avoid participating in in-person College activities.
 - 2. Employees feeling unwell should take the necessary time-off in accordance with 35003: Leave Program.
 - 3. Vaccination against communicable disease is encouraged for all students and employees when available and appropriate for the individual.
- D. Students and employees involved in specific programs and/or courses may have additional health requirements, including vaccination and/or testing requirements. For example, Health Sciences programs at the College often require clinical site placements as an essential part of the curriculum. Vaccination and testing requirements for participation at clinical sites are determined by the sites themselves, and adherence to these requirements is mandatory for enrollment and continued participation in these programs.

Chapter: Public Safety, Health, and Emergency Management Modification No. 001

Subject: **Public Health & Environmental Safety**

- 203 E. The College reserves the right to implement additional procedures and
 204 requirements in response to a public health emergency; for example,
 205 implementing mask requirements for in-person activities.
 206
 207 F. The College reserves the right to impose stricter standards than those
 208 recommended by the reporting health department, such as prohibiting
 209 attendance or requiring vaccination, if it determines that such measures are
 210 necessary to protect the health and safety of its employees and students.
 211
 212 G. Communicable disease includes a wide variety of diseases, including some
 213 which may become public health emergencies. The most up-to-date guidance
 214 and requirements for communicable disease prevention can be found on the
 215 PHES webpage.
 216
 217 V. Smoking and Tobacco Use
 218
 219 A. Montgomery College recognizes its leadership role in promoting and maintaining
 220 a tobacco and smoke-free environment. Therefore, in compliance with all
 221 applicable county regulations and in conjunction with its efforts to educate
 222 students, faculty, staff and the community about the importance of public health
 223 and environmental safety, Montgomery College is a tobacco and smoke-free
 224 institution.
 225
 226 B. Smoking, vaping, the use of e-cigarettes, and all other forms of tobacco use are
 227 prohibited:
 228
 229 1. In or on all College-owned property and within leased College office and
 230 classroom space;
 231
 232 2. In all indoor and outdoor facilities, including athletic fields, amphitheatres,
 233 entrance steps and ramps, restrooms, pedestrian walkways, entryways,
 234 portable buildings, terraces, in privately owned vehicles when on College
 235 property, in parking lots/garages, and at bus stops on College property;
 236
 237 3. In College-owned or leased vehicles; and,
 238
 239 4. At meetings or conferences sponsored by Montgomery College.
 240
 241 C. Smoking and tobacco products will not be sold in College facilities.
 242
 243 D. All students, faculty, staff, and visitors are required to follow these guidelines and
 244 failure to do so will result in progressive disciplinary action in accordance with
 245 Section VII below.
 246
 247 VI. Drug and Alcohol Use
 248

Chapter: Public Safety, Health, and Emergency Management Modification No. 001

Subject: **Public Health & Environmental Safety**

- 249 A. The College is committed to the education of students, employees, and
 250 community members regarding substance abuse prevention, detection, and
 251 treatment services; to the continuation of a collegewide substance abuse
 252 prevention program and other ongoing efforts which foster such education; and
 253 to the maintenance of a drug-free environment throughout the College.
 254
 255 B. Policy 31005: Drug and Alcohol Abuse Prevention details the procedures by
 256 which the College maintains a drug and alcohol abuse free environment in
 257 support of a safe and healthy College community and in compliance with the
 258 Drug-Free Schools and Communities Act.
 259
 260 C. The Office of Public Safety, Health and Emergency Management (PSHEM) is
 261 responsible for developing guidelines regarding the training of appropriate
 262 College personnel on the administration of overdose-reversing medication in
 263 emergency situations. PSHEM is also responsible for promulgating appropriate
 264 operational guidelines on the acquisition, storage, and distribution of overdose-
 265 reversing medication and providing reports, as directed, on each incident that
 266 required the use of an overdose-reversing medication.
 267
 268 VII. Reporting Requirements
 269
 270 A. It is the policy of the College to encourage individuals to report any public health
 271 and environmental safety concerns so that prompt corrective action can be taken
 272 by the College. It is solely the responsibility of the Office of Public Safety, Health
 273 and Emergency Management to investigate these concerns.
 274
 275 B. No individual who in good faith reports a concern or suspected concern about
 276 public health and environmental safety shall thereby suffer harassment,
 277 retaliation or adverse employment and/or academic or educational consequence.
 278 Any retaliation by a member of the College community against an individual who
 279 has made a report in good faith under this policy is subject to disciplinary action
 280 in accordance with College policies and/or the student code of conduct, up to and
 281 including dismissal from the College.
 282
 283 C. This policy does not protect an individual who files a report or provides
 284 information that the individual knows to be false or provides information with
 285 reckless disregard for its truth or falsity.
 286
 287 D. Concerns regarding public health and environmental safety will be kept
 288 confidential except to the extent that limited disclosure may be necessary for the
 289 purpose of conducting a full and fair investigation, providing opportunity for
 290 response, taking remedial action, and responding to a government inquiry or
 291 legal action.
 292
 293 VIII. Enforcement
 294

Chapter: Public Safety, Health, and Emergency Management

Modification No. 001

Subject: **Public Health & Environmental Safety**

- 295 A. Employees that fail to comply with these procedures and any guidelines
296 maintained by PHES are subject to appropriate disciplinary actions in
297 accordance with the applicable College policies and procedures for disciplinary
298 action and discharge, including but not limited to Policy 34002: Disciplinary
299 Action and Suspension, and Policy 34003: Discharge of Administrative,
300 Associate, and Support Staff, or, for bargaining unit members, any applicable
301 procedures in the collective bargaining agreement.
302
- 303 B. Contractors that fail to comply with these procedures and any guidelines
304 maintained by PHES are subject to cancellation of their contract in accordance
305 with their its terms and conditions.
306
- 307 C. Students that fail to comply with these procedures and any guidelines maintained
308 by PHES are subject to disciplinary action in accordance with procedures set
309 forth in Policy 42001: Student Code of Conduct.
310
- 311 D. Visitors that fail to comply with these procedures and any guidelines maintained
312 by PHES will be informed of the policies and those that refuse to comply may be
313 asked to leave the College premises.

Administrative Approval: _____, 2025