



Mountwest

Community & Technical College

FALL 2020 STUDENT GUIDE

[MCTC.EDU/FALL-PLANS-2020](https://mctc.edu/fall-plans-2020)

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INTRODUCTION

Mountwest Community & Technical College (MCTC) has been working in conjunction with Federal, State and Local Authorities to maintain a clear, yet flexible plan since the onset of the COVID-19 pandemic. Working within the guidelines set forth by the Governor’s administration, the HEPC, and the Cabell-Huntington Health Department, MCTC has devised a plan of both preparedness for current environmental and physical health concerns as well as a fluid document which allows for adaptations moving forward.

All information contained within this document is to be considered the latest plans as of completion date, but with special attention to the concept that, at any given time, MCTC is prepared to slow, stop, or reverse its actions based on the present day guidelines, recommendations, and/ or Executive Orders.



ACADEMICS

No changes have been made to the official Academic Calendar. Mountwest will be offering the following modalities of instruction for the Fall 2020 semester, which begins August 17.

Please visit mctc.edu/fall-plans-2020 for more information.

Traditional
face-to-face

Classes meet on campus at specific times. (Mostly labs and hands-on learning courses.)

Online

Online Course – All course activity is completed online; there are no required face-to-face sessions within the course and no requirements for on-campus activity.

Live Remote

Classes meet at specific times via web connection and do not meet on campus. Sessions are recorded for review if unable to attend.

Live Remote
Hybrid

Classes meet at specific times on campus, but half of the students attend each session and the other half participate via web connection. A schedule will be established for students for which sessions to attend.

CLASSROOMS & OTHER SPACES

Classroom setup will vary depending on the program requirements. Designations of “Lab” will have little to no physical modification except for the removal of chairs to limit the number of students physically present. “Standard” classrooms will be physically set to provide a minimum of 6 feet of separation between students. Movement between spaces will be controlled via staggered class times, reduced student population, and traffic control signage placed throughout the Main Building. Hand sanitizer dispensers are available at the entryway for most classrooms. Cleaning supplies are available in each classroom for students and faculty to use on desks, chairs, computer keyboards, and other equipment. Everyone is encouraged to clean the items in your personal space when you arrive and as you prepare to exit the classroom.

Do not rearrange seating layouts in classrooms. Use assigned seating for all classes, using every other seat when possible. Should there be an outbreak on campus this fall, this procedure will assist contact tracers in tracking down who has been exposed to the virus.

Library

Social distancing will be managed by the removal of chairs and free-standing tables, the reduction of available computer stations, and a reservation system for students to schedule a visit to the library to study and/or utilize the resources available. All other hygiene requirements will be accommodated.

ASC (Academic Skills Center)

Same as above; with the addition of personalized safety PPE solutions.

Testing Center

The Testing Center employees have specific guidelines to follow that either meet or exceed MCTC protocol for the continued safety of our testing center patrons.

Café

Installation of glass barriers at each point of sale has been completed; A limited menu supporting carryout has been established for the start of the fall semester; staggered customer ordering space has been developed; employees must follow protocol.

Gathering Areas

All indoor gathering areas are currently closed for use until further notice; smaller “study spaces” will be set for physical distancing as the Fall semester begins.





SUPPORT SERVICES

Students will be given an information packet upon arrival to campus. The packet will be comprised of several health and safety guidelines, relevant educational materials, and student conduct expectations related to COVID-19 guidelines, policies and procedures as published on our College website.

Please visit www.mctc.edu/student-resources for a full listing of the helpful information prepared for our students. Several highlights are:

Helpful Links:

[Academic Support](#)

[Technology Capabilities & Resources](#)

[Internet/WiFi Information & Options](#)

ArxWeb offers free WiFi access in downtown Huntington from 8th St to 10th St, Pullman Square to 4th Ave.

[Academic Leadership Contact Information](#)

[Statement from Interim President Mike Sellards](#)

[Current Student Registration](#)

[Mental Health](#)

[CARES Act](#)

[Mountwest Bookstore](#)

Additional Resources:

[Accessing Blackboard & Blackboard App](#)

[Accessing FREE Microsoft Office Software](#)

[Accessing MCTC WiFi](#)

[Accessing MyMCTC Self Service](#)

[Additional Assistance with Blackboard](#)

[Installing Outlook on your Smartphone](#)

[Logging into your MCTC E-mail](#)

THE “NEW NORMAL”

Rules of the workplace environment designed to reduce cross-contamination & undue exposure.

1. EMPLOYEES:

REQUIRED to maintain social/ physical distancing;

REQUIRED to use face coverings/PPE when distancing is difficult to maintain; all other hygiene guidelines apply.

2. STUDENTS:

REQUIRED to maintain social/physical distancing;

REQUIRED to use face coverings when distancing is difficult to maintain; all other hygiene guidelines apply.

3. ALL OCCUPANTS:

REQUIRED:

a. **Restrooms:** Signage will indicate to maintain social distancing; face coverings HIGHLY recommended.

b. **Elevators:** maximum of 2 occupants per elevator; 3 with face coverings.

c. **Stairs:** maintain single file; WEST stairs divided into “lanes” for up /down; stay to the right

d. **Hallways:** one-way traffic only (counter-clockwise) on 2nd, 3rd and 4th Floors.

e. **Access:** EAST set of doors—Entrance Only; WEST set of doors—Exit Only.

f. **Scanning:** Until guidance changes, all occupants subject to temperature scan.

g. **Screening:** Until guidance changes, we will screen all employees reporting to work daily for COVID-19 symptoms with the following questions:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

MCTC PREVENTION

- COVID-19 signs and symptoms information is posted on digital media platforms as well as physical signage.
- Employees are self-monitoring their health and onsite staff are being screened upon entry to the building. Any employees experiencing signs or symptoms are expected to communicate directly with their supervisor to address the concerns and seek guidance. All supervisors are encouraged to remain flexible and provide employees with opportunities to telecommute should a health concern be identified.
- Hand hygiene supplies are readily available in areas of most likely foot traffic (entrance, stairwells, classrooms, etc.). Sanitation dispensers are located outside of classrooms and are available in stairwells.
- Messaging related respiratory hygiene, hand hygiene, staying home when sick, physical distancing/social connections is ongoing.
- Face covers are in use and an adequate supply of face coverings are available for our constituents that forget to bring a personal face covering with them.
- Student return plans are ongoing and involve strong logistical concerns based on day of week, time of day, volume per floor, class capacity, class scheduling.
- We have developed and maintain flexible re-integration plans for all employees and students, with particular emphasis on risk factors.
- We have established self-quarantine procedures for students and employees coming back from zones with high transmission.

EMERGENCY OPERATIONS:

- Emergency operations plan continues to develop as situation dictates; several “unknown” factors present challenges for concrete response; maintaining “Identify, Adapt, Act” philosophy.
- We are in direct communication with our local Health Department and regularly reviewing and accessing all guidance prepared by state and federal authorities.

ACADEMIC CALENDARS:

- No adjustments to the official Academic Calendar have been made. However, several adjustments to the teaching/learning modalities have been reviewed and modified, accordingly.
- We are considering the addition of a supplementary course delivery timeframe that will accommodate a delayed start of instruction that will conclude within the existing boundaries of the Fall semester.

PHYSICAL DISTANCING:

- Classroom capacities have been reduced to half occupancy; face-to-face instruction models are varied and program specific; Classrooms will be “hard set” to allow for little to no physical manipulation
- Library/ ASC and other areas will have limited occupancy based upon current physical distancing guidelines
- Foot traffic flow has been designed and supported by visual signage throughout in support of current guidelines
- Large gatherings will be postponed until further notice; Virtual learning and meeting solutions have been adopted to facilitate the need for safe and productive collaboration.



PPE:

- Use of face covering guidelines have been implemented and we will continue to maintain our safety protocol based upon CDC and state mandated guidelines
- Proper use of face coverings to follow “protect others” philosophy. We are exploring alternative face shields in lieu of standard face coverings for use during teaching/learning/tutoring activities
- Hand sanitizer is widely available and conveniently located throughout high traffic areas and will be available in every individual classroom at the start of the fall semester
- PPE waste/ disposal is handled by contract services based upon existing guidelines.
- Glass barriers have been installed in the Student Services One-Stop areas and in the Café Point-of-Sale areas.

ENVIRONMENTAL:

- Hand hygiene—Hand sanitizer is widely available and conveniently located throughout high traffic areas and will be available in every individual classroom at the start of the fall semester
- Routine cleaning of all areas building-wide is ongoing by contract services; each classroom to be equipped with specific sanitizer/ cleaner supplies for use by instructor/ students
- “Deep Clean” to commence before employee RTC
- Contract services and onsite personnel prepared to modify cleaning practices if there is a known or suspected COVID-19 case
- Each common workroom/kitchen is equipped with cleaning supplies for use by employees when utilizing shared equipment or for sanitizing their personal workspace.

STUDENT LIFE:

- Clubs/Groups/Organizations are encouraged to utilize virtual connectivity as often as possible. Small in-person gatherings are acceptable IF the gathering occurs within accordance to existing gathering guidelines and social distancing protocols.
- Study space will remain available, but limited due to physical distancing; additional spaces will be identified and publicized prior to the start of the fall semester.
- Staff/Faculty will coordinate communications/ messaging through Office of Communications for all student related events and activities.

TRANSPORTATION SERVICES:

- While not MCTC owned/operated, public transportation (TTA) has well established guidelines for all current conditions. Please check with TTA for current protocol and guidance.

HEALTH CARE SERVICES:

- Health care services are provided off campus, but direct connection with Valley Health “tele-health” network is available via private telephone-based communication.

- PPE supplies are monitored by DPS & contract services; All constituents are expected to arrive with their own PPE. However, we do have PPE supplies available should someone arrive without their own face covering

- Testing is readily available with CHHD; referrals are available via the Mountwest Department of Public Safety should an individual present symptoms or exposure details.

- Should an individual display known symptoms of COVID-19, we have identified an isolation location—Ground Floor “Employee Break Room” – to accommodate the temporary triage for the individual(s).

COMMUNICATION:

Our communication plan includes, but is not limited to –

- Clear and regular communication from campus leadership.

- Clear messaging using CDC guidelines and materials frequently.

- Multimodal messaging and reinforcement.

- Use of the College’s Emergency Notification Messaging System and notification protocols.



Mountwest Community & Technical College

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mctc.edu