

**GRCC Re-Opening Plan/COVID-19 Response**  
**Updated: September 10, 2020**

**Strategy:** Re-opening of the campus will be done in phases, with full focus on keeping our students, our employees and our community safe.\*

**Accompanying Documents:** *Academic & Student Affairs Plan, HR/Payroll FAQ, Health and Safety Protocols, SARS – CoV2- Preparedness and Response Plan*

|   | Who is on campus?   | Hours  | Restrictions   | Protocols   | Questions/Comments   |
|---|---|--|--|---|--|
| <b>PHASE 1</b><br>May 18 –<br>June 14   | <ul style="list-style-type: none"> <li>● Campus Police</li> <li>● Facilities</li> <li>● Limited identified administrators &amp; Support Staff</li> <li>● Other staff continue to work remotely - each department will be asked to develop work plans based on office space configurations, ability to maintain social distancing, and staff ability to work remotely. Plans for the number of people on campus must be approved by EBCO.</li> <li>● Health screening clearance through online center required daily of all employees coming on campus (temperature, illness, exposure)</li> </ul> | <ul style="list-style-type: none"> <li>● Monday thru Thursday</li> <li>● All staff will work remotely on Friday so that facilities team can clean and sanitize campus</li> <li>● Offices open 8:00 – 5:00</li> <li>● Campus Police schedule 6:00 AM – 8:00 PM Monday - Friday</li> <li>● Continued restricted employee building access (M-F 7:00am - 7:00pm, S 7:00am- 12:00pm)</li> </ul> | <ul style="list-style-type: none"> <li>● No students/external customers on campus</li> <li>● Instruction &amp; student support services continue remotely</li> <li>● Fieldhouse remains closed</li> <li>● Food Services remains closed</li> <li>● Bookstore remains closed</li> <li>● ECLL remains closed</li> <li>● No facility rental</li> <li>● No face-to-face meetings</li> <li>● Minor campus projects on hold, major projects allowed on site</li> <li>● Limited campus deliveries</li> <li>● No on campus interviews (video interviews continue)</li> <li>● Professional Development limited to online offerings.</li> </ul> | <ul style="list-style-type: none"> <li>● Social Distancing protocols followed across campus</li> <li>● Departments must develop plan to allow limited employee return to campus while maintaining social distancing requirement (some employees continue to work remotely)</li> <li>● All meetings continue to be held virtually</li> <li>● Regular cleaning Monday – Thursday. Facilities does in depth sanitizing and disinfecting on Friday</li> <li>● Employee PPE provided where/when needed, masks required in public areas (homemade face masks may be worn if preferred)</li> <li>● 10 days paid leave for COVID related illnesses or caretaking available before FMLA and leave bank use.</li> </ul> | <ul style="list-style-type: none"> <li>● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>● Summer Term instruction will be delivered remotely. Exceptions will be granted for some SWD and Job Training programs and must be approved by the Dean.</li> <li>● Student services will continue to be delivered remotely.</li> <li>● Phase Specific guidelines and protocols are not date specific and can be extended based on state and local guidance</li> <li>● Operational and Logistics personnel needed for Phase 2 to be identified in Phase 1</li> <li>● Identify additional technology and/or social distancing aids needed for each phase (example: additional monitors, health screening station/app, sneeze guards, etc.)</li> </ul> |
| <b>PHASE 1 INDICATORS:</b> What are the indicators/conditions that will support moving to the next phase?<br>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance & Recommendations, Kent County Back to Work Safe guidelines, campus readiness |   |  |  |   |  |

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| <p><b>PHASE 2</b></p> <p>June 15 – August 2</p>   | <ul style="list-style-type: none"> <li>● Campus Police</li> <li>● Facilities</li> <li>● Limited identified administrators &amp; Support Staff</li> <li>● Limited faculty based on instructional need</li> <li>● Students in approved SWD and Job Training programs that were suspended during Winter 2020 term</li> <li>● Offices have limited on-site personnel, other staff continue to work remotely</li> <li>● Health screening clearance through online center required daily of all employees coming on campus (temperature, illness, exposure)</li> <li>● Daily health screening &amp; symptom checks required for students in approved programs. On-site temperature required in programs that require person-to-person contact.</li> </ul> | <ul style="list-style-type: none"> <li>● Monday thru Thursday</li> <li>● All staff will work remotely on Friday so that facilities team can clean and sanitize campus</li> <li>● Offices open 8:00 – 5:00</li> <li>● Campus Police schedule 6:00 AM – 8:00 PM Monday - Friday</li> <li>● Continued restricted employee building access (M-F 7:00am - 7:00pm, S 7:00am- 12:00pm)</li> <li>● <b>NOTE: Need to determine if evening instructional activity for approved programs is needed and adjust hours accordingly</b></li> </ul> | <ul style="list-style-type: none"> <li>● Campus still closed to most students and the general public</li> <li>● Instruction &amp; student support services continue remotely, exception for approved SWD and Job Training programs.</li> <li>● Fieldhouse remains closed except for approved instructional programs</li> <li>● Limited food services available with required protocols</li> <li>● Bookstore remains closed</li> <li>● ECLL remains closed</li> <li>● No facility rental</li> <li>● No face-to-face meetings</li> <li>● Minor campus projects on hold, major projects allowed on site</li> <li>● Limited campus deliveries</li> <li>● No on campus interviews (video interviews continue)</li> <li>● Professional Development limited to online offerings.</li> </ul> | <ul style="list-style-type: none"> <li>● Social Distancing protocols followed across campus</li> <li>● Approved SWD and Job Training programs must develop appropriate instructional protocols</li> <li>● Departments must develop plan to allow limited employee return to campus while maintaining social distancing requirement (some employees continue to work remotely)</li> <li>● All meetings continue to be held virtually</li> <li>● Regular cleaning Monday – Thursday. Facilities does in depth sanitizing and disinfecting on Friday</li> <li>● Employee PPE provided where/when needed, masks required in public areas (homemade face masks may be worn if preferred)</li> <li>● Daily employee and student health screening</li> <li>● Student PPE provided as identified for each approved program</li> <li>● 10 days paid leave for COVID related illnesses or caretaking available before FMLA and leave bank use.</li> </ul> | <ul style="list-style-type: none"> <li>● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>● Majority of Summer Term instruction will continue remotely. Exceptions will be granted for some SWD and Job Training programs and must be approved by the Dean.</li> <li>● Student services will continue to be delivered remotely.</li> <li>● Phase specific guidelines and protocols are not date specific and can be extended based on state and local guidance</li> <li>● Additional technology and/or social distancing aids needed for each phase will be provided (example: additional monitors, health screening station/app, sneeze guards, etc.)</li> </ul> |
| <p><b>PHASE 2 INDICATORS:</b> What are the indicators/conditions that will support moving to the next phase?<br/>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance &amp; Recommendations, Kent County Back to Work Safe guidelines, campus readiness</p> |   |   |  |   |  |

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| <b>PHASE 3</b><br>Aug 3 –<br>Aug 25   | <ul style="list-style-type: none"> <li>● All Phase 2 activity &amp; personnel</li> <li>● Increased administrative, support and operational employee presence based on departmental plans</li> <li>● Some employees may still be working remotely</li> <li>● Health screening clearance through app or computer required daily of all employees coming on campus (temperature, illness, exposure)</li> <li>● Daily health screening &amp; symptom checks required for students in approved programs and those coming to campus for appointments. On-site temperature required in programs that require person-to-person contact.</li> </ul> | <ul style="list-style-type: none"> <li>● Monday thru Thursday</li> <li>● All staff will work remotely on Friday so that facilities team can clean and sanitize campus</li> <li>● Offices open 8:00 – 5:00, with potential for expanded evening hours for service appointments</li> <li>● Facilities 2<sup>nd</sup> &amp; 3<sup>rd</sup> work as scheduled</li> <li>● Campus Police schedule TBD based on scheduled activities.</li> <li>● Building access/security schedules to be adjusted based on scheduled activities</li> </ul> | <ul style="list-style-type: none"> <li>● Instruction continues remotely, exception for approved SWD and Job Training programs.</li> <li>● Student services allowed on campus by appointment</li> <li>● External customers allowed on campus by appointment</li> <li>● ECLL restricted, limited re-opening</li> <li>● Limited Bookstore services by appointment only</li> <li>● Field House remains closed</li> <li>● No facility rental</li> <li>● Limited food services available with required protocols</li> <li>● Phase 1 &amp; 2 allowances for project work and deliveries continues</li> <li>● Four-day on site schedule and cleaning protocols continue</li> <li>● In-person meetings of 10 or fewer people allowed provided social distance protocols can be achieved</li> <li>● Preference is that video interviewing continue</li> <li>● No in-person professional development offered (summer is typically planning period)</li> </ul> | <ul style="list-style-type: none"> <li>● Social Distancing Protocols continue</li> <li>● Departments operate based on submitted staffing/social distancing plans</li> <li>● Approved SWD and Job Training programs continue with approved instructional protocols</li> <li>● Sneeze guards installed where needed for service interaction</li> <li>● Four day on-site/Friday remote schedule continues</li> <li>● Facilities cleaning and disinfecting routine continues</li> <li>● Employee PPE provided where/when needed</li> <li>● Face coverings required in keeping with current Executive Order(s) and/or college policy</li> <li>● Required daily health screening for employees continue.</li> <li>● Daily student &amp; visitor health screening required for those who enter campus facilities.</li> </ul> | <ul style="list-style-type: none"> <li>● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>● Phase specific guidelines protocols are not date specific and can be extended based on state and local guidance</li> <li>● Majority of Summer Term instruction will continue remotely. Exceptions granted for some SWD and Job Training programs and must be approved by the Dean.</li> <li>● Student services continue remotely and by appointment.</li> <li>● Academic Decision regarding Fall Term instructional delivery TBD</li> <li>● Phase specific guidelines and protocols are not date specific and can be extended based on state and local guidance</li> <li>● Additional technology and/or social distancing aids needed for each phase will be provided (example: additional monitors, health screening station/app, sneeze guards, etc.)</li> </ul> |
| <b>PHASE 3 INDICATORS:</b> What are the indicators/conditions that will support moving to the next phase?<br>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance & Recommendations, Kent County Back to Work Safe guidelines, campus readiness |  |  |  |   |   |

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| <b>PHASE 4</b><br>Aug 26  | <ul style="list-style-type: none"> <li>Some employees have returned to work on campus</li> <li>Work that can be done remotely continues to be done remotely</li> <li>Daily health screening &amp; symptoms checks required of all employees coming on campus (temperature, illness, exposure)</li> <li>Daily health screening &amp; symptom checks required for all students coming to campus for class or for appointments.</li> <li>On-site temperature checks required in programs that require person-to-person contact or for on-site customers as needed.</li> </ul> | <ul style="list-style-type: none"> <li>Friday operations return to campus.</li> <li>Offices providing on-campus services must establish services hours and/or appointment schedules.</li> <li>Campus Police schedule TBD based on scheduled activities.</li> <li>Building access/security schedules to be adjusted based on scheduled activities</li> <li>Standard employee building access resumes</li> </ul> | <ul style="list-style-type: none"> <li>Additional on campus instruction (in-person and hybrid) occurring with appropriate protocols in place.</li> <li>Service offices open to serve students with reduced capacity and safety protocols.</li> <li>Student services by appointment and limited walk-in services allowed with appropriate social distancing protocols as approved by EBCO</li> <li>Remote student services continue as needed.</li> <li>External customers allowed on campus by appointment</li> <li>Field house/health club allowed to open 9/9/2020 under Executive Order 2020-176.</li> <li>Food Services may be expanded according to social distancing protocols</li> <li>Bookstore opens with social distancing measures in place</li> <li>ECLL re-opens for additional services with appropriate protocols</li> <li>No facility rentals</li> </ul> | <ul style="list-style-type: none"> <li>Social Distancing Protocols continue</li> <li>Departments operate based on submitted staffing/social distancing plans</li> <li>On-site instruction provided with approved instructional protocols</li> <li>Facilities cleaning and disinfecting routine continues</li> <li>Employee PPE provided where/when needed</li> <li>Face coverings required in keeping with current Executive Order(s) and/or college policy</li> <li>Required daily health screening for employees continue.</li> <li>Daily student &amp; visitor health screening required for those who enter campus facilities.</li> </ul> | <ul style="list-style-type: none"> <li>Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>Phase specific guidelines protocols are not date specific and can be extended based on state and local guidance</li> <li>Service offices open for drop-in services with appropriate protocols</li> </ul> |
| <b>PHASE 4 INDICATORS:</b> What are the indicators/conditions that will support moving to the next phase?<br>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance & Recommendations, Kent County Back to Work Safe guidelines, campus readiness |  |  |  |   |   |

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|--|---|---|---|--|--|
| <b>PHASE 5</b>   | <ul style="list-style-type: none"> <li>• Most employees have returned to campus</li> <li>• Continued employee remote work schedules must be approved by EBCO</li> <li>• Daily health screening &amp; symptoms checks required of all employees coming on campus (temperature, illness, exposure)</li> <li>• Daily health screening &amp; symptom checks required for all students coming to campus for class or for appointments.</li> <li>• On-site temperature checks required in programs that require person-to-person contact or for on-site customers as needed.</li> </ul> | <ul style="list-style-type: none"> <li>• Standard work week schedules are back in place.</li> <li>• Offices open 8:00 – 5:00, with potential for expanded evening hours for service appointments</li> <li>• Campus Police schedule TBD based on scheduled activities.</li> <li>• Building access/security schedules to be adjusted based on scheduled activities</li> </ul> | <ul style="list-style-type: none"> <li>• Remote instruction continues with more in-person and hybrid activities returning to campus with appropriate protocols.</li> <li>• Service offices open to serve students with reduced capacity and safety protocols.</li> <li>• Walk-in services resume with appropriate social distancing protocols</li> <li>• Remote student services continue as needed.</li> <li>• Field house/health club will open for students/members with appropriate social distancing protocols in place pending state approval</li> <li>• No facility rentals</li> </ul> | <ul style="list-style-type: none"> <li>• Social Distancing Protocols continue</li> <li>• Departments operate based on submitted staffing/social distancing plans</li> <li>• On-site instruction provided with approved instructional protocols</li> <li>• Facilities cleaning and disinfecting routine continues</li> <li>• Employee PPE provided where/when needed</li> <li>• Face coverings required in keeping with current Executive Order(s) and/or college policy</li> <li>• Required daily health screening for employees continues.</li> <li>• Daily student &amp; visitor health screening required for those who enter campus facilities.</li> </ul> | <ul style="list-style-type: none"> <li>• Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>• Phase specific guidelines protocols are not date specific and can be extended based on state and local guidance</li> <li>• Service offices open for drop-in services with appropriate protocols</li> <li>• Academic Decision regarding Winter Term instructional delivery TBD</li> <li>• Phase specific guidelines and protocols are not date specific and can be extended based on state and local guidance</li> </ul> |
| <p><b>PHASE 5 INDICATORS:</b> What are the indicators/conditions that will support moving to the next phase?<br/> Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance &amp; Recommendations, Kent County Back to Work Safe guidelines, campus readiness</p> |   |   |   |  |  |
| <b>PHASE 6</b>   | <ul style="list-style-type: none"> <li>• Campus is fully operational</li> </ul>   | <ul style="list-style-type: none"> <li>• All employees as scheduled</li> </ul>  | <ul style="list-style-type: none"> <li>• On-campus instruction and services resume</li> <li>• All other facility use TBD</li> </ul>   | <ul style="list-style-type: none"> <li>• Social distancing protocols/controls may still be required</li> <li>• Health Screening could continue</li> </ul>  |  |

\* Exceptions to this plan will require Executive approval