



Revised June 11, 2020

**Maritime Institute of Technology and Graduate Studies (“MITAGS”), and the
Maritime Conference (“MCC”) COVID-19 Policy for Students, Conference
Attendees, Guests, Contractors, and Employees**

The Maritime Institute of Technology and Graduate Studies (“MITAGS”), and the Maritime Conference Center (“MCC”) are committed to doing what is reasonably possible to provide a safe and healthy environment for all students, guests, contractors, and employees. Toward that end, we have developed the following procedures for campus in response to the COVID-19 pandemic. We are all responsible for assisting in implementing and complying with this plan. Our goal is to prevent, to the extent possible, the potential for transmission of COVID-19 on the campus. This requires everyone’s full cooperation. The policy is under continuous review and will be updated as new information becomes available.

*Please note the term “**guest**” in this policy refers to conference attendees / speakers, contractors, and any other visitors to the campus.*

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COVID19 Campus Protocols

While on campus, the following procedures have been adopted for everyone’s safety. They include:

- The MITAGS-MCC shuttle is temporarily not in service. If you are flying into BWI or traveling by train to the BWI Amtrak Station, please take a taxi, Uber or Lyft. The fare should be around \$15. If you are eligible for transportation reimbursement, please scan / take a picture of all of your receipts along with the reimbursement form and send them to admissions.east@mitags.org . For safety reasons, Admissions will only accept reimbursement forms and receipts electronically.
- All persons in the building must wear an appropriate mask in the public areas and classrooms. If you forgot to bring your mask, the front desk will supply you with one at check-in. If you have your own mask, please make sure it is “plain” with no pictures or writing.
- When checking into the hotel, you can request a personal container of hand sanitizer. Additional sanitizer is available for purchase in the store. Remember, that the use of hand sanitizer is not a replacement for frequent washing of your hands for at least 20 seconds.
- Hand sanitizer dispensers are located at the entrances, lobby, breakroom and other critical areas. Please use them when you are unable to wash your hands. Please do not handle or relocate any hand sanitizer dispensers.
- The lobby, classrooms, breakroom and other public spaces will be configured to facilitate physical distancing. Please adhere to the posted signs and maintain physical distancing of six feet apart at all times.
- Keep your personal classroom / meeting / office space clean. Follow the standard protocols of using a tissue to cover your nose and mouth when coughing / sneezing. If tissues are not available, then cough/sneeze into your elbow to avoid spreading airborne particles, and wash your hands or use hand sanitizer immediately thereafter.
- For some classes / meetings, it may not be possible to maintain physical distancing during the practicums. For those events, disposable gloves will be provided and discarded directly following an exercise involving close personal contact, and students will be asked to wash their hands immediately. The training gear will be immediately sanitized following exercises requiring close personal contact.



- For ship handling classes, the simulator control room will be secured. Only two students will be allowed on the bridge at one time. The briefing rooms will not be used and will be replaced with instruction in larger classrooms where physical distancing can be maintained.
- In your personal time, please avoid gathering in the hotel lobby, or in groups of ten or more. Try to maintain six feet of distance between you and others. In the limited circumstances where this may not be feasible, please wear your mask and limit the time you spend close to others.
- We encourage you to remain on campus for the totality of your stay. The State of Maryland currently in the early phases of reopening. There are minimal restaurants, bars, clubs or other social venues open for service. Additionally, traveling off property increases the risk of exposing yourself, our students, guests, and staff. If you do venture off property, please wear a mask and follow proper physical distancing guidelines.
- In the event you become unwell during your stay, please immediately self-quarantine in your sleeping room / home and notify your instructor, MCC representative, or front desk via phone. **If your symptoms are severe, call 911 first.** Advise them of your situation and the persons with whom you have had close personal contact. If necessary, and to the extent possible, we will help you arrange for medical attention. Under certain circumstances and if necessary, we will work with you to establish your quarantine on campus until you can safely arrange to return home.

Facility Protocols

Access to the Academic buildings will be restricted. Students and guests will enter from the covered walk way into the Link Wing at 0750 or other agreed upon times. Please maintain physical distancing during this process. The Academic buildings will be secured in the evening for cleaning. Temperatures are planned to be taken at this location until CDC guidelines are amended. The Administrative offices will be for staff only.

Housekeeping

The public spaces of our facilities will be cleaned daily, and on routine rotations during working hours.

All sleeping rooms are cleaned and sanitized before the rooms are put back into service. A seal is placed on the door to identify the room has not been entered since the cleaning / sanitizing process occurred. If you do not see a seal on the door, please return to the front desk, and they will reassign you to another room. *(Note that magazines, irons, clock, etc., have been temporarily removed from the room to facility cleaning. If you need any of those items, please request them from the front desk.)*

For the safety of our guests and Housekeeping staff, guest rooms are being serviced once a week, unless additional service is requested. Housekeeping staff will be wearing masks and gloves and they are required to comply with the MITAGS COVID-19 Policy. Note that you must leave the room if housekeeping or maintenance needs access to your room. If you prefer to opt out of service during your stay, please inform the Front Desk. A no-contact delivery of additional linens and guest room amenities can be placed in a bag outside of your guest room upon request.



Use of Elevator

Use of the hotel elevators is now limited to two people at a time. The stairwells may also be used, but please maintain a distance of six feet as much as practical.

Use of Public Restrooms

There are numerous public restrooms on the campus. Housekeeping will be cleaning them on a regular basis. However, we request that you try and limit the number of persons in the restroom at one time. In order to enhance physical distancing, we recommend overnight students and guests to use their sleeping room bathrooms.

Pool, Recreation Area, Gym and Bar

Until further notice, the pool, the recreation center, gym, and bar are closed. We will be monitoring State restrictions to see when partial reopening of these areas may be possible.

Laundry/Store

Laundry facilities are available for overnight guests. There is a limit of two persons in the laundry room at one time. We are also limiting the Store adjacent to the Front Desk to one person at a time.

Meals

There will be limited dining and break services. The meals will be “grab and go” until the State authorities allow persons to eat their meals in the dining room. Students and guests will be able to make limited selections and take their meals to their sleeping room. The guest room floors will have additional trash receptacles near the elevator to dispose of the food containers. Please do not leave empty containers in the room since housekeeping service is limited. Locations will be designated for day students and guests to eat their meals once a firm head count is established). The tentative meal hours are as follows:

- Continental Breakfast: 0700 to 0800
- Lunch: 1130 to 1230
- Dinner: 1700 to 1800

Dining service is planned for seven days a week depending on the meal count.

Please let Admissions or MCC representative know if you have any dietary restrictions (vegan, vegetarian, glucose intolerance, etc.). This will ensure you have an adequate selection. Additionally, instructors / MCC representatives are being asked each day to provide a head count to the kitchen for the following day.

Other

Access to the MITAGS-MCC Administrative, MM&P Credit Union, Plans, and Union offices located on campus are by appointment only. If you don't have contact information for the MITAGS-MCC Administrative staff member, please contact Admissions@mitags.org. For contact information for the Plans, the Federal Credit Union, or MMP HQ, please visit www.bridgedeck.org.



Health Screening for COVID19

Before arriving to the campus, students, guests, and employees are asked to self-screen their health status by carefully considering the following questions: If you answer **yes** to questions 1, 2, or 7, we cannot let you come onto campus. *If yes answers to questions 3, 4, 5, and 6, please provide details.*

PRE-ARRIVAL Self-Screening Health Status Questions		
1. Are you currently feeling SICK?	YES	NO
2. Have you had any of the following symptoms in the last 24 hours? <ul style="list-style-type: none"> • Fever • Cough (not due to allergies) • Sore Throat • Shortness of Breath • New Loss of smell or taste • Chills • Repeated shaking with chills • Muscle Pain (not related to physical activity) • Headache 	YES	NO
3. Have you traveled internationally in the last 14 days?	YES	NO
4. Have you had close personal contact with anyone that has traveled internationally in the last 14 days?	YES	NO
5. Have you traveled outside of your local area in the last 14 days except for coming here?	YES	NO
6. Have you had close personal contact with anyone that has traveled outside of your local area in the last 14 days?	YES	NO
7. Have you had close personal contact with anyone who has been diagnosed with COVID-19 or who is exhibiting symptoms (fever, cough, sore throat, etc.) in the last 14 days?	YES	NO

Temperature Checks

Students, guests, and employees may be subject to daily temperature checks when entering campus buildings. Refusal to participate will result in not being allowed to enter, attend classes, or stay on campus. If the temperature check reveals the person has a fever (a temperature of 100.4 degrees or more), the person will be directed to report home or to their sleeping room, and will be required to wait until the person has experienced 72 hours without a fever (without aid of medicine) before allowed to return. In the case of employees, to the extent telework is feasible, employees will continue to telework until a return to campus is possible.



COVID19 Exposure

If the student, guest, or employee appears to be exhibiting signs or symptoms of COVID-19 (i.e., fever, cough shortness of breath), the person may be directed to complete a screening assessment to answer questions regarding whether the person is experiencing COVID-19 related symptoms. The person must complete the additional questionnaire, if requested. If the responses to the questionnaire reveal that the person is exhibiting signs or symptoms of COVID-19, the person will be directed to report home or to their sleeping rooms until signs or symptoms of COVID-19 subside. In the case of employees, to the extent telework is feasible, employees will continue to telework until a return to campus is possible.

MITAGS-MCC strongly suggests that students, guests, and employees get tested if they are experiencing signs or symptoms of COVID-19, to the extent testing is available. If a student, guest, or employee tests positive for COVID-19, the person is obligated to inform MITAGS immediately upon receiving the test results. MITAGS-MCC will then inform others whom have had close contact with that person (i.e., within 6 feet for a prolonged period of time in the last 48 hours before symptoms started) and tell them to self-quarantine for 14 days.

If COVID-19 tests are not available, the student, guest or employee who exhibited COVID19 symptoms will only be allowed to return to campus when the person has had no fever without use of medicine for 72 hours, respiratory symptoms have improved, and at least 10 days have passed since the person's COVID-19 symptoms first appeared. Alternatively, if COVID-19 diagnostic tests are available, the person will be allowed to return to campus if the person no longer has a fever (without aid of medicine), respiratory symptoms have improved, and experienced two negative tests for COVID-19 in a row (at least 24 hours apart). The name of the student, guest, or employee who tested positive will be kept confidential consistent with applicable law.

The return to campus guidelines above are based on current Centers for Disease Control ("CDC") guidance and will be modified as CDC updates its guidance.

Physical Distancing

All students, guests, and employees will be directed to follow physical distance protocols while on campus, primarily by keeping a distance of no less than 6 feet from others. Workspaces will be arranged to comply with these guidelines. In the case of employees, face-to-face communication for work purposes should be minimized to the extent possible if the communication can happen effectively over the phone or by other electronic means. Gatherings in groups of ten or more should be avoided. If not feasible, masks must be worn during the times spent close together. Also, avoid using another person's phones, desks, offices, or other work tools / equipment. Access to common areas and other shared work equipment / tools will be limited to the extent practical.

To further accomplish the goals of physical distancing, employees will be working in staggered work schedules as determined by the MITAGS-MCC Executive Director. This schedule will be subject to change and may be modified from time to time at the discretion of the MITAGS-MCC Executive Director. If an employee wishes to have a specific accommodation to their schedule on any given week, this will



be considered on a case-by-case basis in light of the circumstances, the needs of the students, the guests, other employees, and the organization.

Persons who have not acknowledged and accepted this COVID-19 Policy are prohibited from coming on-site and any documents required to be provided to students, guests and employees under applicable federal law will be delivered through means other than personal delivery and pick-up.

Face Masks/Coverings

All persons in the building must wear an appropriate face covering in the public areas, and in classrooms / meeting spaces to the extent practical. If a student, guest, or employee forgets to bring a face covering, the front desk will supply one. All face coverings must be “plain” with no pictures or writing.

Respiratory Etiquette/Handwashing

All students, guests, and employees are strongly encouraged to wash their hands thoroughly with soap and water frequently throughout the day, but especially at the beginning and end of their trainings or work, prior to and after any lunch breaks, and after touching common surfaces and equipment or tools.

Everyone is strongly encouraged to cover their mouth and nose with their sleeve (i.e., into the elbow), or use a tissue when coughing or sneezing and to generally avoid touching their eyes, nose and mouth with their hands. Tissues should be used once and disposed of immediately in proper trash receptacles. Hands should either be washed or sanitized afterward.

Cleaning, Disinfectant and Sanitization Protocols

Students, guests, and employees have the responsibility to sanitize their own personal workstations. All common areas will be cleaned by assigned staff daily. MITAGS-MCC will make all reasonable attempts to provide disinfecting supplies throughout the accessible common areas, classrooms and work stations, subject to availability. MITAGS will engage a cleaning service to do a thorough cleaning of the entire building on a regular basis.

If a student, guest or employee has tested positive for COVID-19, MITAGS will engage an outside cleaning service as soon as reasonably possible to perform a thorough cleaning and sanitization of the building areas that person used prior to testing positive.

High-Risk Employee and Leave Requests Generally

If an employee (or a person with whom the employee lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, the employee may request an



accommodation for their work schedule in the office. Such requests will be considered on a case-by-basis and will depend in part on the needs of the office, the ability for the employee to complete all job assignments remotely and the ability to coordinate with the work schedules of other employees. The granting of such requests will be up to the sole discretion of the MITAGS-mcc Executive Director and will be considered consistent with applicable law.

The privacy of a person making an accommodation request will be kept confidential consistent with applicable law and no adverse employment action or other retaliatory action will be taken due to a person making an accommodation request.

Any leave requests will be handled consistent with MITAGS-MCC general leave policies as set forth in its General Policy Guide, with the understanding that additional types of leave are now available under federal law as a result of the COVID-19 pandemic. MITAGS-MCC will address such requests consistent with applicable law. Employees will be only be paid for work outside the office if (1) the MITAGS-MCC Executive Director has permitted an employee to work remotely or as an accommodation to specific requests from a high-risk employee, or (2) the employee is taking paid leave under MITAGS's leave policies and applicable law.

If a student (or a person with whom the student lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, we encourage the student not to attend on-campus training. MITAGS offers blended learning courses to facilitate continued education from home.

Violations of COVID-19 Policy

The MITAGS-MCC Executive Director is the person responsible for monitoring and implementing the campus COVID-19 Policies. If the Executive Director is not on-site, a Manager on Duty (MOD) will designate to monitor compliance. Any violations of the COVID-19 Policies by students, guests or employees are required to be reported directly to the Executive Director. Students, guests and employees may also report such violations to the Executive Director or his designee. Deliberate violations of this policy may lead to removal from the campus, and employees may be subject to disciplinary actions.

The privacy of any person reporting a violation of the COVID-19 policies shall at all times be respected and shall be treated confidentially, to the extent possible and only disclosed to the extent permitted by law. No students, guests or employees who makes such a report shall be subject to retaliation or any adverse action based upon making such a report.



ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 POLICIES AND RELEASE

I, _____, acknowledge that I have received and read the MITAGS-MCC COVID-19 Policy (“the Policy”) and agree to comply with the Policy. I acknowledge the contagious nature of COVID-19 and understand and accept the risk that I may be exposed to or infected by COVID-19 while on the MITAGS-MCC campus and that such exposure or infection may result in my illness, disability, or death. I also acknowledge that the Policy is designed to minimize the probability of contracting COVID-19 while working, attending classes / events, or rooming on the campus. It is critical that the Policy be followed in order to best protect me and those around me. I understand and agree that the Policy may be amended from time to time, in the sole discretion of MITAGS-MCC, and I agree to be bound by any such amendments when they are provided to me.

Date: _____

Name of Student, Guest or Employee

Signature of Student, Guest or Employee

**Employees/Students who do not sign the statement above, will not be allowed on campus.
Please submit the signed COVID-19 Policy prior to your arrival at MITAGS or bring with you.**