



**Revised 16, SEPTEMBER, 2021**

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

MITAGS and MCC are committed to doing what is reasonably possible to provide a safe and healthy environment for all students, guests, contractors, and employees. To that end, we have developed the following procedures for the campus in response to the COVID-19 pandemic. 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. *Please note the term “guest” in this policy refers to employees, students, conference attendees / speakers, contractors, and any other visitors to the campus.*

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## **MITAGS Students COVID-19 Vaccinations**

Beginning 23 AUGUST 2021, all students, staff and faculty who are on campus for an open enrollment course, regardless of the length of time on campus must be vaccinated against COVID-19, subject to any medical exemptions required by law and any religious or philosophical exemptions. *Exemptions must be related to a documented medical issue or a philosophical or religious objection<sup>1</sup>. Any exemptions must be submitted in writing (see the last page of this document).*

- Students will need to verify that they have been vaccinated with Admissions before the start of their course.
- If you request an exemption, you will be required to wear a MASK AT ALL TIMES while on campus and at any other OFFSITE TRAINING FACILITY.

All persons must present proof of vaccination. Acceptable forms of vaccination verifications are:

- Vaccine card or photo of vaccine card
- Documentation from a health care provider
- State immunization information system record
- Hard copy or electronically signed self-attestation

MITAGS East has verified the vaccination status of employees prior to lifting mask requirements.

WE ENCOURAGE ALL STAFF/STUDENTS TO STAY HOME IF YOU FEEL SICK, OR IF YOU HAVE BEEN IN CLOSE CONTACT WITH A CONFIRMED POSITIVE CASE.

## **COVID-19 Campus Protocols**

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

### **Shuttle Service**

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](mailto:admissions.east@mitags.org). For safety reasons, Admissions will only accept reimbursement forms and receipts electronically.

<sup>1</sup> MITAGS East does not determine if an exemption is "approved". If an exemption is presented it will be accepted.



### Face Masks

Due to the recent surge in COVID-19 cases, effective August 08, 2021 facemasks will be required in public spaces. Examples of the public spaces are the hotel lobby, hallways/passageways, while up walking around in the dining room. This does not apply to classrooms or meeting spaces. . If you forgot to bring your mask, the front desk will supply you with one at check-in. Additional facemasks are available for purchase in The Store, adjacent to the hotel Front Desk.

In the event that the facemask requirement is eased, there may be times that facemasks are required due to certain events, guests, etc. One such example of this at our facility would be a “restriction of movement” or ROM. MITAGS-MCC will communicate any concerns during these periods. If you forgot to bring your mask, the front desk will supply you with one at check-in during these times.

### Personal Hand Sanitizer

When checking into the hotel, you can request a personal container of hand sanitizer. Additional sanitizer is available for purchase in The Store, adjacent to the front desk. Remember, that the use of hand sanitizer is not a replacement for frequent washing of your hands for at least 20 seconds.

### Public Hand Sanitizer

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.

### Capacity Limits and Physical Distancing

All capacity and physical distancing restrictions have been lifted by the Governor of Maryland and the Maryland Higher Education Commission. Physical distancing in meeting spaces may be accommodated for conference groups as requested.

### Contagion Prevention in the Air and on Surfaces

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.

### Remain on Campus for the Safety of All

We encourage you to remain on campus for the totality of your stay. Traveling off property increases the risk of exposure to yourself, our students, guests, and staff. If you do venture off property, please follow local, state and CDC guidance.

### If You Are Not Feeling Well

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 during the early morning and evening hours.

## 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 verify 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. Please note that you may see a residue on hard surfaces due to use of fog machines. *(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.)*

Housekeeping staff are required to comply with the MITAGS-MCC 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 Public Restrooms

There are numerous public restrooms on the campus. Housekeeping will be cleaning them on a regular basis. Overnight students and guests are encouraged to use their sleeping room bathrooms if there are concerns regarding physical distancing.

## Pool, Recreation Area, Gym and Bar

The pool, fitness center and recreation room are open, and our bar is available during limited hours. Any relevant restrictions are posted in each area.

## Laundry/Store

Laundry facilities are available for overnight guests. There may be times that access will be restricted to specific hours.

## Meals

There will be limited dining and break services. All meals are self-served buffets with seating in our Chesapeake Dining Room. "To go" containers will be provided for guests who wish to dine in their rooms. 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. Please refer to your student welcome letter, information from your group contact, or our front desk for the current meal hours.

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](mailto:Admissions@mitags.org). For contact information for the Plans, the Federal Credit Union, or MMP HQ, please visit [www.bridgedeck.org](http://www.bridgedeck.org).



## Health Self Screening for COVID-19

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 5, we cannot let you come onto campus. *If you answer yes to questions 3, 4, and 6, please consider postponing your visit to our campus.*

PRE-ARRIVAL and Daily Screening Health Status Questions		
1. Are you currently feeling SICK?	YES	NO
2. Have you had any of the following symptoms in the last 48 hours? <input type="checkbox"/> Fever <input type="checkbox"/> Cough (not due to allergies) <input type="checkbox"/> Sore Throat <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> New Loss of smell or taste <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle Pain (not related to physical activity) <input type="checkbox"/> Headache <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea	YES	NO
3. Have you traveled internationally in the past 10 days?	YES	NO
4. Have you been in close physical contact in the last 14 days with: Anyone who has symptoms consistent with COVID-19? OR Anyone who is known to be diagnosed with COVID-19?	YES	NO
5. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
6. Are you currently waiting on the results of a COVID-19 test?	YES	NO

## COVID-19 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 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-MCC 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 per CDC guidelines. If the person exposed is fully vaccinated, they do not need to stay away from others or get tested unless they start to exhibit symptoms.

If COVID-19 tests are not available, the student, guest, or employee who exhibited COVID-19 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 is based on current Centers for Disease Control ("CDC") guidance and will be modified as CDC updates its guidance.

### **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 meal 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-MCC 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-MCC 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 in General**

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.

### **Staff Close Contact Exposure**

If an employee has a close contact exposure outside or inside of the workplace, the employee must notify their supervisor. The supervisor will advise HR and a "Right To Know" procedure will follow.

The Executive Director or designee will inform other employees, guests, or students that may have had contact with that employee. Assigned designee(s) will follow COVID-19 Standard Operating Procedures.

The employee must avoid coming to work or leave immediately if at work if the known exposure occurred less than 10 days from the date of becoming aware of the exposure. The only exception to this is if the employee is fully vaccinated. The employee may remain at work if fully vaccinated and not exhibiting any symptoms, otherwise the employee may return to work once the 10 day quarantine has passed or after day 7 if the employee has received a negative COVID test having been tested on day 5 or later.

### **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 be designated to monitor compliance. Any violations of the COVID-19 Policies by students, guests, or employees must be reported immediately and 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 make such a report shall be subject to retaliation or any adverse action based upon making such a report.

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## 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.

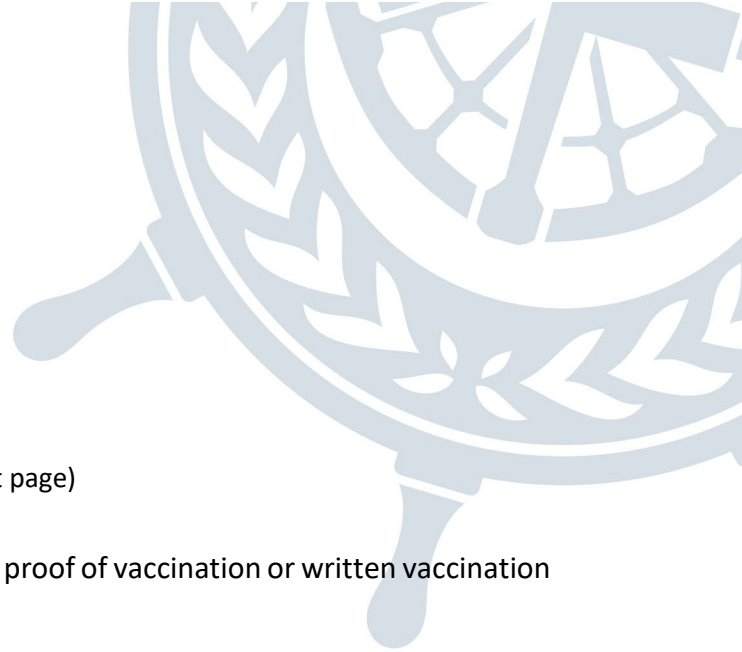
Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Student, Guest or Employee

\_\_\_\_\_  
Signature of Student, Guest or Employee

**Employees, Students, or Guests who do not sign the statement above, will not be allowed on campus.**





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Please complete the following attestation and provide proof of vaccination or written vaccination exemption.

### **COVID-19 Vaccine VERIFICATION**

I, \_\_\_\_\_, am fully vaccinated. I understand that “fully vaccinated” mean 2 weeks after the second dose in a 2 dose vaccine series (e.g., Pfizer or Moderna) or 2 weeks after a single-dose vaccine, (Johnson & Johnson) as authorized for emergency use by the FDA.

Vaccination manufacturer: \_\_\_\_\_

Final Vaccination Date: \_\_\_\_\_

### **COVID-19 Vaccine EXEMPTION**

I, \_\_\_\_\_, am NOT fully vaccinated, and I am claiming an exemption. I understand that not being fully vaccinated requires I adhere to additional public health and safety requirements, including wearing a face covering on MITAGS premises.

I declare that the information I have provided is accurate and true and I acknowledge that it may be subject to further verification.

I acknowledge that intentionally providing incorrect information may result in dismissal from MITAGS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Employees/Students who do not sign the statement above, will not be allowed on campus.**

## Group and Conference Leaders

### MITAGS Group Attendees and MCC Conference Guests

Your group leader can choose what protocols will be used during their meetings such as masks usage, temperature checks, vaccinations, and COVID screenings. Your group leader will acknowledge receipt of our policies and procedures. MCC Conference group leaders have acknowledged this via their signed contract

### Group Attendees and MCC Conference Guests Release

All persons affiliated with Client (Company/Organization) who, as a result of a contract with MITAGS-MCC, will be at MITAGS-MCC facility execute this Release, Waiver, and Assumption of risk to the effect of the following for all of the group's attendees. Client acknowledges the highly contagious nature of COVID-19 and voluntarily accepts and assumes the risk of being exposed to or infected by COVID-19 while on site and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. Client understands that the risk of becoming exposed to or infected by COVID-19 as a result of being on site may result from the actions, omissions, or negligence of others, including but not limited to, MITAGS-MCC and its agents, vendors, and employees. And voluntarily assume all of the foregoing risks and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind). And hereby release, covenant not to sue, discharge, and hold harmless MITAGS-MCC and its trustees, administrators, employees, and agents harmless from all costs, expenses, damages, and liabilities arising from such injury. Client understands that this Release, Waiver, and Assumption of Risk covers and precludes claims based on the actions, omissions, or negligence of Consultant, and its employees, agents, and representatives."

Client shall, at its sole cost and expense, indemnify, hold harmless and protect MITAGS-MCC, its trustees, administrators, employees, agents, and guests from and against any and all claims, damages, costs, expenses (including court costs and reasonable attorney's fees) arising out of claims by Client or Client's employees or agents, based on COVID-19 or COVID-19 exposure.

Except in the case of a Party's fraud or willful misconduct, neither Party shall be liable under the Contract for any indirect, consequential, or special damages.

The Client shall provide each attendee with the MCC's COVID-19 Fact Sheet. If additional campus protocols are needed for each client attendee a copy of the MITAGS-MCC COVID-19 Policy should be provided.

MITAGS Group Name: \_\_\_\_\_



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Group Leaders who do not sign the statement above, will not be able to have their employees attend events on our campus.**