

Calhoon MEBA Engineering School (CMES) COVID-19 Policy

Introduction

The Calhoon MEBA Engineering School (CMES) has developed the following procedures in response to the COVID-19 sickness. Employees and students are expected to assist the Administration's implementation of this plan. The goal is to prevent the incursion of the disease onto the CMES campus; and, if present, thwart its transmission among faculty, students, and staff.

Screening Procedures/Policies

Each employee returning to work or any student arriving for a training, must self-screen his/her health condition. Employees are asked questions each day along with other protocols. Students are sent a questionnaire as part of the registration/confirmation process. Routine procedures; which are subject to federal, state, and local government orders may include:

- Checking employees and students for fever - refusal to participate results in not being allowed to enter the office, attend classes, or stay on campus. If a fever is present when tested:
 - The student is instructed to return home or to his/her place of lodging await further instructions from the CMES Administration.
 - The employees is instructed return home and await instructions from his/her supervisor or the MEBA Benefit Plans HR Office.
- In the absence of fever, but exhibiting obvious symptoms of COVID-19 as listed by the Center for Disease Control (CDC), the student or employee is instructed to complete a screening questionnaire. Based on the answers to the questionnaire:
 - The student might be instructed to return to his/her place of lodging until symptoms subside or pass or return home.
 - The employee might be instructed return home and await instructions from his/her supervisor or the MEBA Benefit Plans HR Office. The employee might also be assigned a work station or location remote to other staff and students.

Formal Testing

Subject to availability, CMES advocates for sanctioned/approved COVID 19 testing if a student or employee experiences symptoms. If the test result is positive for COVID-19, the employee or student is obligated to inform the CMES Administration immediately. This situation initiate actions; which at a minimum includes notifying each employee and/or student presumed to have been placed at risk, and advising each to self-quarantine for a period of time as recommended by the CDC.

Quarantine

The manner by which self-quarantine is implemented is based on unique factors impacting each student and/or employee. Among these factors are: dorm occupancies and vacancies, transportation mode of the affected student, domestic/at home health situation.

Return to Campus

Lacking COVID-19 diagnostic resources and following a quarantine period established by CDC guidelines, the employee or student may emerge from isolation if:

- Asymptomatic as defined by the CDC.
- Presents two consecutive-negative COVID 19 tests 24 hours apart.

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Physical Distancing, PPE, and Shared Spaces/Equipment/Devices

Each employee or student is obliged to follow a simple set of physical distancing protocols while on campus. These are:

- Maintain a space greater than 6 feet from another person.
- Minimize or avoid verbal communication in close quarters.
- Avoid creating or joining groups that exceed state or local governmental thresholds.
- Don face mask or shields as ordered by state or local governments. The CMES Administration can provide mask for any employee or student without one.
- Avoid using phones, desks, office equipment, tools and equipment that is not assigned to you or is your property.
- Common restroom-use is limited to one person at any one time. Each employee or student should coordinate this activity.

Respiratory Etiquette and Cleanliness

While on campus employees, students, visitors, and vendors are encouraged to clean or sanitize hands thoroughly and frequently according to guidelines of the CDC. Time is allocated for each student and employee to perform these sanitary operations as part of training or work activities, and bracketing scheduled or un-scheduled breaks. Everyone on campus is encouraged to cover his/her mouth and nose when coughing or sneezing; and to avoid touching the eyes, nose and mouth. A One-use paper product used as a tissue should be discarded in a trash receptacle immediately following use.

Each employee or student is responsible for cleaning his/her personal work area or desk. CMES' common/public spaces are cleaned by housekeeping staff. Cleaning materials are distributed among common areas, classrooms, labs, and work stations. Contracted cleaning services might be used if the situation requires such measures.

High-risk Employee and Leave Requests

An employee at risk for dangerous health complications arising from contracting COVID-19, may request an accommodation his/her work schedule. This form of request also applies to employees residing with at-risk persons. Each request is considered on a case-by-case basis; being dependent on various factors. Determining the outcome of each request or accommodation resides within the function and authority of the MEBA Benefit Plans HR Office.

High-risk Students

CMES is not able to augment lodging and accessibility accommodations beyond those in place for a student that is (or considers him/herself to be) at high-risk for complications arising from contracting COVID 19. This is owing to the characteristics of maritime training and the housing/lodging/messing environment provided by CMES, according to the Rules of the MEBA Training Plan. Therefore, a high-risk student is discouraged from participating in on-campus training. However, this same student is encouraged to make full use of online classes and distance learning for reimbursable courses that pertain to the particular training sought.

Work and Class Schedules

To enhance the effectiveness of physical/social distancing, staggered or rotating schedules might be part of CMES' operational cycles. Timetables for instruction, maintenance and cleaning might be varying as

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impacted by procedures to maximize the effectiveness COVID 19 abatement policies. Such changes occur as the CMES Administration responds to ongoing operational conditions and situations, as directed by the MEBA Benefit Plans Administration, or as ordered by federal, state, or local orders. Any employee with specific need for special accommodation should first check with his/her supervisor; which might initiate additional consultation with the CMES administration or MEBA Benefit Plans HR Office.

COVID 19 Policy Acknowledgment

Any student, employee, or person under the purview of the CMES Administration or MEBA Benefit Plans is expected to read, understand, and acknowledge by signature the COVID 19 Policy and procedures. Any person electing non-compliance with this requirement is prohibited from being on the campus.

Violations of CMES' COVID-19 Policy

Violations of the policy or procedures are to be reported to the CMES Administration; which can be the Director, Deputy Director, Quality Standards Manager, Registrar, or Facilities Manager. A violation of the COVID-19 Policy or related procedures by an employee is viewed as non-compliance with Employee Manual. A violation by a student is treated as breach of the CMES Code of Conduct; which initiates a set of increasing advisory and punitive actions if his/her behavior is not brought into compliance with the code/rules.

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ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 POLICIES

I acknowledge that I have read and understand the CMES 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 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, or rooming on the campus and that it is critical that the Policy be followed to maximize the effectiveness of the policies and procedures.

I understand and agree that the Policy may be amended, and following explanation of changes, I will be presented with an update agreement for signature.

I further agree that the CMES Employee Manual or MEBA Training Plan Rules remain in effect, except to the extent superseded by the provisions of the COVID 19 Policy; and that no oral or written statements may supersede the instructions and procedures of the COVID 19 Policy, Employee Manual or the MEBA Training Plan Rules.

Date: _____

Name of Employee or student

Signature of Employee or student

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COVID-19 Campus Protocols

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

- All persons in the building must wear an appropriate mask in the public areas and classrooms
- Upon arrival in the lobby pick up your room key and hand sanitizer. Remember, that the use of hand sanitizer is not a replacement for frequent washing of your hands for at least 20 seconds.
- 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 space clean. Follow the standard protocols of using a tissue to cover your nose and mouth when coughing / sneezing.
- For some classes, it may not be possible to maintain physical distancing during the practicums. For those classes, 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 lobby, or in groups of ten or more and 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.
- In the event you become unwell during your stay, please immediately self-quarantine in your sleeping room / home and notify your instructor or front desk via phone. If your symptoms are severe, call 911 first. Advise your instructor and/or the front desk 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.
- Access to the Academic building will be restricted.
- Buildings will be secured in the evening.
- The Administrative offices will be for staff only.
- The public spaces of our facilities will be cleaned daily, and on routine rotations during working hours.
- For the safety of our guests and Housekeeping staff, guest rooms are being serviced only as needed.
- Housekeeping staff will be wearing masks and gloves and are required to comply with the CMES COVID-19 Policy. Note that you must leave the room if housekeeping or maintenance needs access to your room
- Use of the elevator is limited to two people at a time. The stairwells may also be used, but please maintain a distance of six feet between you and others as you use them.
- Until further notice, the pool, the recreation center, gym, and bar are closed.
- Laundry facilities are available. There is a limit of two persons in the laundry room at one time.
- There will be limited dining and break services. The meals will be "grab and go" unless otherwise restricted or opened by State or local orders.
- Food service is tentatively planned for seven days a week depending on student count.