

## Muskegon Community College

### Reporting on COVID-19, mitigation strategies, course offerings, and fees

#### Fulfilling Section 226b (2) Reporting Requirements

Due November 1, 2020

**A. List of student fees assessed related to online learning, and the amount of those fees.**

The college does not charge a specific online learning fee. However, the college does charge a \$25 per contact hour fee to students to help maintain and upgrade the college's learning environment. This includes, but is not limited to, services such as internet access, email, security, wireless networks, help services, software, hardware, computer labs, library resources, and wireless networks.

**B. List of student fees assessed related to COVID-19, and the amount of those fees.**

The college did not assess any new fees related to COVID-19 to students.

**C. Timeline of when decisions regarding the course types offered during the 2020-2021 academic year were made, and whether there were changes to those decisions before the academic year began.**

Planning for a normal 2020-2021 academic year began in the fall of 2019. However, the pandemic required the college to make significant changes to shift courses to an online delivery for Fall 2020. That decision was made in late June, early July and by the end of July about 80% of the course sections were moved to online. The remaining 20% of course sections were offered in face-to-face settings as they are impossible or very difficult to provide in a virtual environment (health care, applied tech etc.). The changes for Fall 2020 were all made prior to the start of the academic year. The decision to follow that pattern for Winter 2021 (classes starting in January) was made in September 2020. MCC has not yet decided about our Summer 2021 course offerings.

**D. Overview of COVID-19 mitigation strategies employed or that may be employed, if necessary.**

1. Established a COVID-19 Emergency Planning and Response Team in March 2020 for the purposes of tracking, planning and responding to COVID related concerns and issues. This team met daily for many weeks and continues to meet twice per week.
2. The President's Cabinet, made up of the highest-level college administrators, met two to three times per week throughout the initial crisis period and continues to meet weekly.
3. Established the MCC COVID-19 Preparedness and Response Plan including a 6-Phase Reopening Campus Plan which includes enhanced safety protocols and minimal face-to-face interactions, following CDC and State guidelines.
4. Completion of Safety First Fall 2020 Opening Plan to ensure 33 protocols are implemented at 10 facilities to reduce the spread of coronavirus (Hand sanitizing stations, limited entrances/exits, assigning limited room capacities, moving furniture, addition of partitions in service areas, daily health screening, COVID-19 self-reporting form, request to return to campus (after quarantine/isolation), Microbe application, remote, curbside service, etc.
5. Enhanced signage, and training for employees including COVID-19 protocols such as social distancing, PPE donning/duffing, hand hygiene, cleaning, disinfecting, and sanitizing.
6. Weekly college-wide update virtual meetings for all college employees.
7. In addition, new policies were implemented emphasizing enhanced safety measures, face coverings, daily health screenings, social distancing, and new cleaning and sanitizing protocols.
8. For more information on how MCC is responding to COVID-19 visit:  
<https://www.muskegoncc.edu/coronavirus/>

**E. Overview of COVID-19 testing criteria and mitigation strategies employed for controlling an outbreak on campus.**

MCC does highly recommend testing. The college does refer people for testing and provides information to employees and students related to where and how to access testing. The college does require a daily online health screening for employees who are working on campus; an online method for instructors to report students who are at risk of, or diagnosed with, COVID-19; and an online form for students and employees to self-report a COVID-19 diagnosis, close contact, or symptoms. Follow-up on each report is coordinated through the college's Student Services and Human Resources Offices.