

MARION MILITARY INSTITUTE



2020-2021 COVID-19 ORIENTED PROTECTIVE POSTURE

COVID-19 Oriented Protective Posture (COPP)

1. GENERAL

- a. **Intent.** This SOP provides MMI faculty, staff, cadet leadership and the Corps of Cadets with guidelines on how the college will operate in a COVID-19 environment. Although the hope is this period will be temporary, no one can predict how long we will need to take extra precautions with regard to this, or any future pandemic. To avoid undue negative impact on the learning environment, staff and cadets will have to become as comfortable as possible with these procedures to the point they become second nature.
- b. **Responsibilities.**
- i. **Commandant of Cadets.** The Commandant is responsible for the health, safety and welfare of the Corps of Cadets and assists the President in ensuring a safe and healthy environment is maintained for our faculty and staff members. He is the designated COVID-19 Point of Contact.
 - ii. **Executive Staff.** The Executive Staff and all supervisors are responsible for implementing and following all guidelines with respect to the maintenance of a safe and healthy workplace for their departments/employees and those cadets they work with and around.
 - iii. **Faculty and Staff members.** All MMI employees are charged to enforce college protocols and procedures with other staff members as well as with cadets. Any questionable or unsafe activity should, when possible, be remedied on the spot and/or reported to the Commandant for further action as necessary.
 - iv. **Cadet Leadership.** The Cadet Chain of Command, from the Battalion Commander to Squad Leaders, to include Club and Organization leadership are responsible for understanding, enforcing, and reinforcing these guidelines. At the outset, this includes training and educating cadets not only on the procedures but also the reasons these measures are necessary.
 - v. **Cadets.**
 - a) Cadets will be required to sign a waiver indemnifying MMI of any legal action as a result of participating in in-person instruction.
 - b) Cadets are required to adhere to this protocol and any additional instructions they receive from staff or cadet leadership regarding mitigation measures.
 - c) Cadets who cannot participate in in-person instruction during this public emergency shall not face any disciplinary action under normal MMI procedures, however they will be governed by MMI's policies and procedures regarding make-up work, course completion and resolution of Incomplete (I) grades.
- c. **Duration.** These measures are scalable and condition dependent. The Commandant, in consultation with the President, Executive Staff, and medical authorities will set the level of mitigation measures commensurate with the environment and other factors. The goal will be to maintain a safe and healthy environment for the MMI community while keeping in mind that quality of life is

also an important aspect of a successful academic/learning environment. In any event, maintaining a safe and healthy environment is paramount. Even if some measures are relaxed, they may be reinstated should they be needed. For planning purposes, the initial period under COPP conditions will be from cadet/recruit arrival on campus until Labor Day.

- d. **Applicability.** This policy applies to all MMI employees and the Corps of Cadets. All cadets will be required to become familiar with this policy, cadet leadership will be required to implement, enforce and teach the standards in this policy to their subordinate cadets.

2. COVID-19 ORIENTED PROTECTIVE POSTURE (COPP) LEVELS

- a. **General**. Cadets find themselves in various situations throughout the day. Formal events such as class, formations, training events and practices will be more controlled and regimented. Informal times, such as evenings and weekends in the barracks or out, will not have as much oversight. To that end, COPP Levels have been established to assist staff and cadets in ensuring that a high standard and appropriate level of mitigation measures are utilized in every situation.
 - i. **Static Separation**. This describes a situation where people are relatively stationary and a 6' separation can be reasonably maintained. Some examples: while in a class room, in a room with just your roommate, in static formation.
 - ii. **Dynamic Separation**. This describes a situation where people are moving around and social distancing cannot be reasonably maintained. Some examples: Drill and ceremony, in the weight room, QM, while socializing in or outside of the barracks.
 - iii. **Movement Separation**. This describes a situation where cadets are moving in a formation during outdoor physical training. Examples include running in formation, ruck marches.
- b. **COPP Level Zero**. No mitigation measures are needed, this may be a temporary condition and so staff and cadets need to be ready to return to a higher level of protection if the situation requires it.
- c. **COPP Level One**. This is mainly used for cadets while in their barracks.
 - i. **Face-covering**. Can be off (only in your room) unless 6' separation cannot be maintained or if you have visitors in your room.
- d. **COPP Level Two**. Used in classes, indoor training events, dining facility, standing in lines, etc.
 - i. **Face-covering**. Worn at all times except when actually eating or hydrating.
- e. **COPP Level Three**. Formations, drill and ceremony, visits to admin offices, uniform shop, bookstore, urinalysis tests, Cadet Health Clinic visits, while in vehicles with others.
 - i. **Face-covering**. Worn at all times except when actually eating or hydrating or when giving commands (while maintaining 6' or greater separation). Cadre making corrections will always wear a face-covering. Instructors may remove face-coverings outdoors if 6 foot or more separation can be maintained.
- f. **COPP Level Four**. PT, Obstacle Course, Rappel Tower, outdoor activities which require physical exertion.
 - i. **Face-covering**. Worn until or unless such time that the face-covering restricts the flow of air, raises discomfort to intolerable levels as judged by the senior cadre member, or wear is impractical or impossible for the given physical

activity. Face-covering may only be removed if sufficient separation can be sustained. Wet face-coverings lose efficiency and should be avoided therefore all cadets will be required to have a Ziploc bag, with their name on it, to store their face-covering when not in use under these conditions.

COPP 1	
Events	Room, restroom, hygiene, shower
Face-coverings	Face-covering off unless 6' separation cannot be maintained with visitors
Static Separation	Minimum 6'
Dynamic Separation	Minimum 6'
Intent	This is a grey area if you are around people with whom you've not been quarantined (your company). This requires an abundance of caution and common sense.

COPP 2	
Events	Indoor classes, briefings, training, meetings, chow, standing in lines, breaks and Study Hall.
Face-coverings	Worn at all times except when actively eating or hydrating.
Static Separation	Minimum 6' or as dictated by spaced seating, cones, floor markings, signage, etc.
Dynamic Separation	Minimum 6' or double arm interval, as situation dictates
Intent	Generally for stationary activities

Note: The original COPP rubric was kindly provided to us by Virginia Tech Corps of Cadets and adjusted to our circumstances.

COPP 3

Events	Formations, drill and other outdoor instruction, PIR, move-in, in-processing, visits to admin offices, Uniform Shop, Bookstore, UA, CHC, vehicles, Penalty Hours.
Face-coverings	Worn at all times except when actively eating or hydrating, or when giving commands. Cadre making corrections will wear face-coverings.
Static Separation	Minimum 6' or double arm interval. Single arm interval, close arm interval, or less than 6' briefly as necessary (e.g. spot correction, training demonstration, support, assistance)
Dynamic Separation	Minimum 6', double arm interval, single arm interval, column of twos, squad column, or as situation dictates.
Intent	Generally for non-PT outdoor activities or dynamic indoor activities in confined proximities

COPP 4

Events	PT, O-Course, Rappel Tower, other outdoor physical exertion activities (to include band practice)
Face-coverings	Worn until or unless such time that the face-covering restricts the flow of air, raises discomfort (e.g. excess heat, glasses fogged, elevated nasal secretion), or wear is impractical or impossible for the given physical activity. Face-covering may be removed if ample outdoor separation can be sustained. **Note: wet cloth face-coverings "lose antimicrobial efficiency" and should be avoided.
Dynamic Separation	Minimum 6' or double arm interval
Movement Separation	Minimum 12' if running, extended double arm interval, single arm interval, column of twos, squad column, or as situation dictates while walking.
Intent	Exercise and outdoor activity is a grey area. Not wearing a face-covering elevates importance of maintaining tactical separation. Keep face-covering available at all times in a Zip Lock bag.

Faculty, Staff and Cadet COC must constantly assess the situation and make corrections based on what best allows for health/safety, control, flexibility, and training effectiveness.

BARRACKS PROCEDURES

COPP Quick BLUF for Cadets

- *Daily Health Check. Complete your "Healthy Roster" check every morning before leaving your room. You must have a "green screen" before starting your daily routine.*
 - *Face Coverings. Always required when outside of your room. Only exceptions when directed by staff/faculty/authorized cadet leadership (i.e., when running etc).*
 - *Social Distancing. Always maintain 6-foot separation, even in the barracks. Remember, social distance increases when doing aerobic activity.*
 - *Hygiene. Constantly wash your hands, use hand sanitizer (stations all over campus) and use a CLEAN face-covering every day – that is why you are issued 4!*
 - *If in doubt, ask your chain of command, TAC, instructor, etc!*
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- a. **Disinfecting.** In addition to the normal cleaning cadets perform in the barracks, they will also disinfect the doors, handrails, latrines, laundry room(s), and day rooms twice a day (am/pm). Appropriate materials will be provided along with instruction for the Company Cadre. This cleaning will be in addition to normal cleaning done by the housekeeping staff.
- b. **Barracks Rooms.** Cadets are responsible for cleaning/disinfecting their rooms. Cleaning materials will be available for them to accomplish this. This should be done a minimum of twice a day (am/pm). Bunks will be oriented head to toe. It is recommended that cadets keep their windows open to some degree to allow for recirculation of fresh air.
- c. **Barracks Formations, Congregating.** Companies will not hold mass formations in the barracks, or allow cadets to congregate in groups of more than 5 in any one place. While under these mitigation measures, companies will conduct accountability by having cadets stand outside their doors, while maintaining separation and face-coverings. Any formations required to put information out to the whole company will be done outside with appropriate distancing/face-covering (COPP 2).
- d. **Visitors.** There will be no visitors inside of the barracks. This includes both other cadets as well as outside visitors. Housekeeping, maintenance and Commandant's staff may enter barracks for official purposes only. Only cadets assigned to a room may be inside the room (with the exception of cadre during inspections). Cadets from different companies may only visit in an outdoor environment where face-covering and separation can be maintained. This measure is to avoid any cross-contamination. **Parents and family members** are strongly encouraged not to visit. If they do, the cadet will inform their TAC officer. Guests are asked to visit only during normal working hours and either visit with their cadet in the QM or outside. All visitors must wear face-coverings and practice social distancing.

- e. **Sharing Items.** Cadets are advised not to share any items that may present an issue with cross contamination. Do not share clothing, school materials, books, uniform items, equipment, etc.
- f. **Health/Temperature Checks.**
 - 1. Cadets will be required to report any symptoms daily through their Healthy Roster smart phone app before starting their daily schedule. Cadets will not start their daily routine until they receive a “green screen” from Healthy Roster. Any abnormalities reported in the survey will be sent to appropriate staff for follow-up.
 - 2. All cadets will have their temperatures checked twice a day via either a thermal camera located in the Dining Facility or via spot checks. TAC Officers are responsible for and will determine when and how daily spot check temperatures will be taken. All cadets with temperatures above 100 will be immediately referred to the CHC.
 - 3. After hours, cadets reporting temperatures above 100 and/or other symptoms will be referred to the on-call nurse for further direction via the telehealth option on their Healthy Roster smartphone app.

3. DINING FACILITY OPERATIONS

- a. **Intent.** The following are guidelines for the implementation of measures to mitigate the spread of any virus during the conduct of meal service on campus. As it will take longer than normal to provide meal service to over 400 cadets in a reasonable amount of time cadet leadership and MMI staff will adhere the following process to responsibly run the dining facility under these conditions.
- b. **Responsibility.** The Senior TAC Officer is responsible for the conduct of meal operations. In collaboration with the Dining Facility Manager and the Cadet Chain of Command, he will devise and implement a program that meets CDC/State and Industry guidelines for meal services.
- c. **Maximum Occupancy.** In order to allow for social distancing, the number of open chairs will be limited to approx. 120 situated around 10 tables. Chairs will be separated and social distancing marks or signs will keep cadets in line at the minimum 6-foot separation. Tables and chairs will be organized to provide for social distancing.
- d. **Timing.** Each cohort (company) will be provided a meal start time and cohorts will be given 15 minutes to eat and then depart the dining facility. This timing will be regulated by the TACs assisted by Cadet Leadership. Coaches will be required to coordinate, at least 48 hours in advance, of any special timing requirements for teams.
- e. **Menu and Serving.** All meals will be plated cafeteria style by Sage staff. Cadets will have some choice of menu items. Cadet leadership will be used to augment Sage staff for beverage service. Sage will provide cadets servers PPE and

training to accomplish this task effectively, while providing choice of beverages to cadets.

4. CLASSROOMS (Annex B)

The Chief Academic Officer will set standards for classrooms. Classrooms will comply with the following guidelines:

- a. **Courses.** All courses will be developed to utilize a combination of online, in-person, and hybrid instructional formats as necessary.
- b. **Maximum Occupancy.** Each classroom will be identified with a maximum occupancy sign. This will be determined by the ability to keep desks at least 6 feet apart.
- c. **Desk Arrangement.** The CAO will determine how to arrange desks to maintain 6 feet separation.
- d. **Sanitation Station.** The CAO will ensure that each classroom has a standardized sanitation station which will have hand sanitizer and appropriate cleaning materials to wipe down desks and door knobs before and after each class/use of the room.
- e. **Sanitizing.** Faculty will ensure that each classroom is cleaned before and after each class period/session. This will include, at a minimum, wiping down desks, tables, chairs, door knobs and any other equipment used during instruction.
- e. **Sharing Equipment.** Faculty will:
 - i. discourage sharing of items that are difficult to sanitize.
 - ii. ensure adequate supplies to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean/disinfect between use.
 - iii. avoid sharing electronic devices, books, pens, and other learning materials
- f. **Ventilation.** Where possible and when practical, doors and windows may be left open to allow for the free flow of air.
- g. **Face-coverings.** Faculty and cadets will follow the face-covering protocols identified in the COPP 2 outline.
- h. **Distance Delivery.** The CAO will determine which classes may need to be offered in on-line and in class delivery modes. This may be necessitated by class size and/or inability of the instructor to be exposed to the students or where cadets are not on campus.
- i. **Alternate Classrooms.** The CAO will determine the need for and use of alternative spaces for classes to attend to social distancing requirements. Classes may be held in non-traditional spaces such as the library or outdoors. Unless otherwise

approved for the specific alternate site, faculty and cadets will follow the same face-covering and sanitation protocols for regular classroom use.

5. CADET HEALTH CLINIC OPERATIONS

The CHC will operate normally with the following exception:

- a. **Mandatory Use of On-Line Appointment System.** To avoid lines, the on-line appointment system will be used by all cadets. Cadets may not wait inside of the IAC or clinic for their appointments. Once prompted by the appointment system, the cadet may enter the clinic. A wait list option will be used for sick-call. Cadets will sign up for the wait list at the clinic door and wait outside, or appropriately distanced and face-covering in the hallway, until they received the text to proceed to the clinic for their walk-in appointment.
- b. **Telehealth Option.** Cadets will have the 24/7 option of using a telehealth application built into their “Healthy Roster” smart phone application or through a Telemedicine Kiosk available in the Guard House.

6. PHYSICAL FITNESS CLASSES

Physical Fitness Instructors will either design a program that conforms to COPP guidelines or suspend classes until conditions permit.

- a. **Exercise locations.** Instructors will coordinate/reserve areas for the conduct of their classes with the Deputy Commandant of Cadets.
- b. **Face-covering Usage.** Cadets will follow instructors’ direction on the use of face-coverings during physical training. Cadets will bring a plastic or Ziploc bag (with name annotated) with them to store their face-covering when not in use.

7. FITNESS CENTER (Annex E)

The Alumni Gym Fitness Center will be closed. Consideration to open will be made after Labor Day based upon conditions.

8. POOL (Annex E)

The pool will be closed to open swim. Consideration to open will be made after Labor Day based upon conditions. Controlled swimming activities will be considered on a case-by-case basis.

9. ATHLETICS (Annex C)

Athletics will conform to both MMI and NJCAA mitigation guidelines. The Commandant and AD will agree on any adjustments necessitated where there are differences. All athletes will conform with Athletic Department guidelines while under its supervision, but will return to COPP guidelines once completed with practice or competition.

10. QM

The QM will also be open for take-out and limited dining in options on its normal schedule. Cadets may use the outdoor tables at any time as long as they are exercising social distancing (COPP) protocols. Gaming tables will remain off-limits until conditions allow.

11. BARBER SHOP

The Barber Shop will follow all Alabama Department of Health and Alabama Board of Cosmetology and Barbering regulations and guidelines. Additionally, the Barber Shop will have a face-covering required policy in place at all times.

- a. **Mandatory Use of On-Line Appointment Systems**. To avoid lines, the on-line appointment system and wait system will be utilized at all times. Cadets will wait for their appointment time, or text message prompt (wait list system) before entering the shop. Cadets can wait inside the QM provided there is sufficient space to maintain social distancing.

12. OFF CAMPUS ACTIVITIES

Official off-campus activities are highly discouraged while these mitigation measures are in place. This includes cadet participation in off-site leadership conferences.

- a. All off-campus activities, except athletic, ROTC and religious services, will be approved by the Commandant of Cadets.
- b. Off-campus activities that involve cadets must be able to demonstrate mitigation measures are in place at the same level as on-campus activities. Organizers will be required to ensure that transportation used by cadets is adequately cleaned both before, during and after the event and return to campus.
- c. Special consideration will be made concerning transportation to/from the event.
- d. Cadets are highly encouraged to follow COPP guidelines when attending religious services or, when allowed, shopping or dining out regardless of what measures that particular activity may be following.

13. TRANSPORTATION

- a. Buses have been equipped with wall mounted hand sanitizing stations in front and rear of seating areas.
- b. Disposable face-coverings will be available and accessible to all passengers who are not in possession of approved facial covering when boarding.
- c. Signage containing all passenger safety policies will be applied to entrance/exit point of buses.
- d. Buses will be sanitized with disinfectant/sanitizer approved for control of coronavirus before all pre-trip and in-trip boarding, as well as immediately following post-trip exit.
- e. All passengers are required to use supplied hand sanitizer upon boarding bus.
- f. All passengers must apply approved facial covering before boarding bus and maintain application until exited from bus
- g. Passengers will be seated one passenger per row per side to maintain the best possible distancing.
- h. Passengers will maintain a minimum distance of six feet while boarding and exiting bus.
- i. When boarding, passengers will be seated beginning on back seats and moving toward the front in order.
- j. Passengers will exit in order of seating from front to back maintaining six-foot distancing during exit.

14. PARADES AND PUBLIC EVENTS

MMI will not host any public events involving cadets during the Fall semester. Parades will be conducted, but broadcast via social media platforms. The one exception to this policy may be Corps participation in the National Veterans Day Parade in Birmingham - should conditions permit.

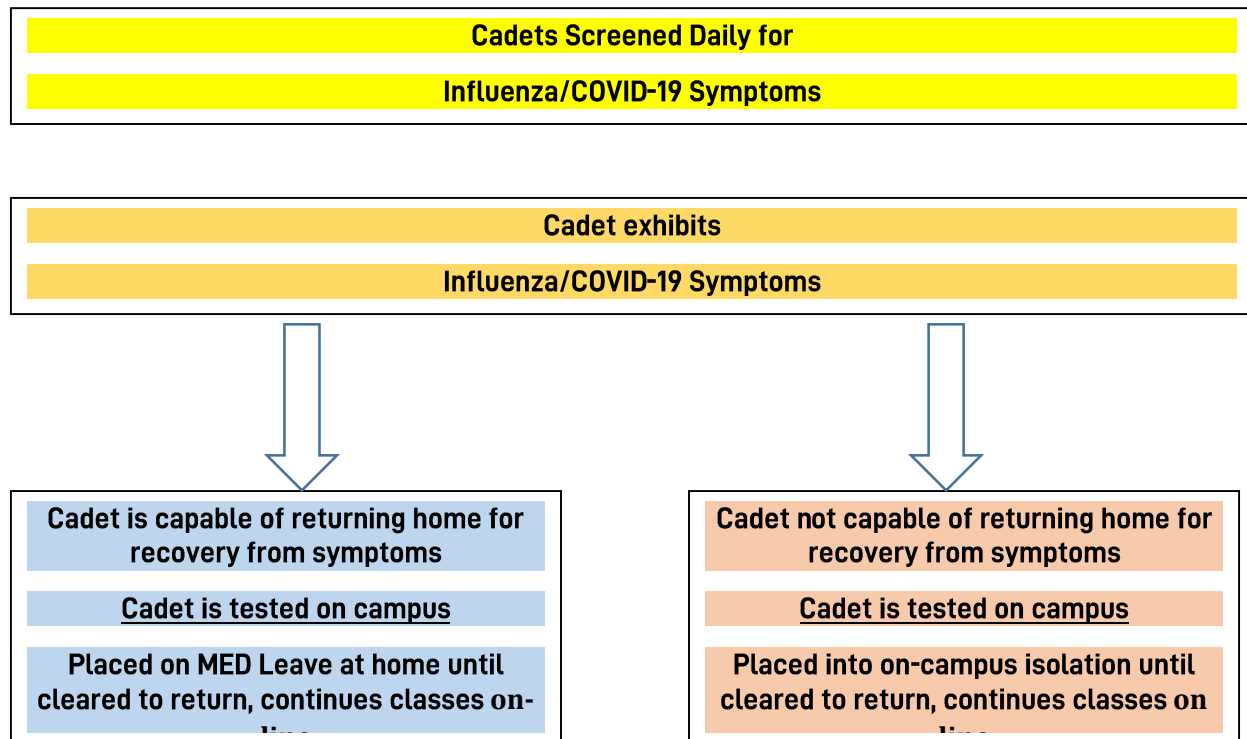
15. GUARD DUTY, PENALTY AND STUDY HALL HOURS

Guard Duty, Penalty and Study Hall hours will be conducted normally with the adjustment made for face-covering and social distancing.

16. MORALE BOOSTING EVENTS

Understanding that good morale is key to success for this semester, cadets and staff will make an extra effort to provide for fun social activities during the period that cadets are restricted to campus. Staff will work with the cadet chain of command to organize and conduct (COVID safe) and fun optional activities for the Corps. Cadets are encouraged to work with their chain of command and TAC officers to bring forward ideas that will be appealing to cadets, or to work within their Companies to organize and conduct smaller group events.

ANNEX A: MMI COVID-19 MEDICAL PROTOCOL



1. SYMPTOMS WHICH TRIGGER THIS ACTION INCLUDE, BUT ARE NOT LIMITED TO:
 - a. Body temperature above 100.4
 - b. Complaints of chills, body aches/muscle pain, cough, shortness of breath, or subjective fever, bluish tint to lips or face, new confusion, congestion/runny nose.
 - c. Loss or decrease in ability to taste or smell.

1. CADETS WITH INFLUENZA/COVID-19 SYMPTOMS WHO HAVE BEEN DIRECTED TO ISOLATION (ON-CAMPUS OR AT HOME), MAY RETURN TO FULL DUTY UNDER THE FOLLOWING CONDITIONS:
 - a. At least 24 hours have passed *since recovery* **and** improvement in respiratory symptoms (e.g., cough, shortness of breath; **and**,
 - b. At least 10 days have passed *since symptoms* first appeared.
 - c. ***Recovery*** is defined as resolution of fever without use of fever-reducing medications with progressive improvement or resolution of other symptoms.
 - d. ***Improvement*** means shortness of breath and cough have improved and notes as “mild” or “none”.

- 2. CADETS WITH LABORATORY-CONFIRMED COVID-19 WITH OR WITHOUT SYMPTOMS AND WERE DIRECTED TO ISOLATION (ON-CAMPUS OR AT HOME), MAY RETURN TO FULL DUTY UNDER THE FOLLOWING CONDITIONS:**
 - a. Must isolate for at least 10 days after symptoms appeared, **and**
 - b. At least 24 hours have passed since last fever without fever-reducing medications **and**
 - c. Improvement in respiratory symptoms (e.g., cough, shortness of breath)
- 3. CADETS CONSIDERED CLOSE CONTACTS OF AN COVID POSITIVE PERSON.**
 - A. Must Be Quarantined For 14 Days After the Last/Most Recent Contact with Someone Who Is Positive for Covid-19
 - B. Will Be Sent Home or Quarantined on Campus.
 - C. Will Be Tested Five Days After Exposure Is Confirmed or When They Become Symptomatic.
 - D. A Negative Covid-19 Test Cannot Shorten The 14 Day Quarantine
- 4. THE CADET HEALTH CLINIC IS RESPONSIBLE FOR FOLLOWING ALL CASES AND WILL NOTIFY MMI LEADERSHIP WHEN A CADET HAS ENTERED INTO THIS PROCESS AND WHEN A CADET HAS MET ALL REQUIREMENTS TO RETURN TO CAMPUS/BARRACKS.**
- 5. CADETS IN ON-CAMPUS ISOLATION/QUARANTINE.**
 - a. Cadet Health Clinic will monitor symptoms daily (twice on weekdays, once on weekends), cadets are required to maintain a daily symptom log.
 - b. Cadets will be required to wear a face-covering at all times when out of their room.
 - c. Meals will be provided three times a day
 - d. Cadets are responsible for purchasing their own OTC medications for symptom relief, prescription medications, their own snacks and beverages. There are vending machines available in isolation/quarantine. Cadets will be able to order items from local stores daily.
 - e. Laundry facilities are available in the isolation/quarantine facility. Cadets will follow CDC guidelines for washing clothes. MMI will provide appropriate cleaning supplies to include chlorine bleach and disinfectant liquid/spray.
 - f. Housekeeping services will be provided on weekdays, but cadets are responsible for keeping their areas clean.
 - g. Cadets will continue with their classes on-line and remain responsible for assignments unless excused by the CHC due to their condition.
 - h. Cadets will have the opportunity to go outside in a regulated space daily unless other medical conditions preclude this activity.
- 6. TESTING/TRACKING/TRACING.**

- a. All cadets will be tested upon the start of the school year. Additionally, MMI will participate in a “Sentinel” testing program and will randomly test 4% of the cadet population every week. This program is designed to help identify possible asymptomatic persons.
- b. Any cadet indicating symptoms consistent with COVID-19 infection will be referred to the CHC. CHC will determine, in consultation with our medical advisor, if they should be tested/placed in isolation/returned home.
- c. All cadets who have been in close contact with someone who has tested positive for COVID-19 will be assessed by the CHC. A survey will be conducted by the Commandant’s Staff to identify individuals who may have been in close contact. CHC will determine, in consultation with our medical advisor, if they should be quarantined/tested.
- d. The barracks and classrooms of anyone who has tested positive for COVID-19 will be thoroughly deep cleaned with a focus on his/her room common areas.

Source Document: Alabama Department of Public Health, *“Isolation and Quarantine Timeframes for COVID-19 for Non-Healthcare Personnel”* dated June 21, 2020.

ANNEX B: ACADEMIC AFFAIRS

OPR: CAO

GENERAL: In addition to the general mitigation protocols contained in this plan, the Chief Academic Officer will oversee and enforce the following additional mitigation protocols for the safe conduct of academic instruction.

ACADEMIC OPERATIONS

1. CLASSROOM CONFIGURATIONS/OPERATION

- a. Classrooms will be reduced to 6 feet between desks. (20 maximum for most locations with the exception of the Band hall, Chemistry room, Military Science (upstairs library), and Physics room). (Additional desks will be removed to allow for ease of social distancing and face-coverings.
- b. Cadets/Instructors will be required to wear face-covering at all time of F2F instruction.
- c. Additional online courses will be added to reduce the overall number of students in each class.
- d. Instructors will be encouraged to conduct class outside/and or some virtual delivery to reduce face to face.
- e. Instructors will ensure in-wall units and overhead fans, where installed, are used and operate properly, and where not installed, will use portable fan in conjunction with opening doors and windows where practical, in order to increase air circulation and ventilation within the classroom.
- f. Instructors will limit office meetings to 1 cadet at a time to practice social distancing requirements and face-coverings.
- g. Afternoon classes will be added on Mondays to allow for completing the semester by Thanksgiving week to accommodate the 78-school day requirement. Afternoon classes will begin at 1330.

2. SANITATION STATIONS

- a. Every classroom will have sanitation supplies on hand. Hand Sanitizer dispensers will be placed next to doors. Additional supplies will include: Sanitation spray and paper towels.

3. CLEANING INSTRUCTIONS

- a. All classrooms will be sanitized daily.
- b. Cleaning supplies will be on hand to clean equipment and surfaces when required during the day.

4. AT RISK FACULTY

- a. All employees who are considered at risk will communicate their condition to the nurse who will document it and then work with the affected supervisor to arrive at a safe and acceptable accommodation.

5. PLAN FOR DISTANCE DELIVERY OF COURSES

- a. All in-classroom courses will be developed to utilize a combination of online, in-person, and hybrid remote instructional formats to reduce the amount of in-person interaction.
- b. Some courses will be delivered remotely only due to At-Risk Faculty. Additionally, if the need arises and instructed by the ACCS, MMI will transition to online for the remainder of the semester.

6. PLAN FOR REGISTRATION/COURSE FOR CADETS WHO AREN'T ABLE TO START ON-CAMPUS

- a. Cadets that are not able to start on time due to at risk or that are symptomatic is the same protocol as if they are sent home on medical leave with the faculty working with the cadets on an individual basis.
- b. New cadets will register using the registration sheet provided to them through the admissions packet. The new cadets will return the registration sheets and will be registered for classes. New cadets will be assigned an academic advisor when they are accepted and the advisor will be their POC for any academic questions.
- c. CAO will provide a tutorial for any new students who will not immediately come to campus on how to use Moodle, academic advising, and the overall academic process.
- d. Placement testing. Most of the new students will be placed in Math and English using the ACCS placement calculator before they arrive on campus. If not, we can use Zoom to test them with Accuplacer.

7. ACADEMIC SUCCESS CENTER (ASC)

- a. The ASC will operate using social distance and limited face to face contact. The ASC will use multiple formats of tutoring using peer tutors, Zoom, and online formats all while adhering to state mandates and guidelines

8. LIBRARY

- a. General guidance for social distancing, face-coverings, and sanitation station.

9. ACT/SAT TESTING

- a. The ACT/SAT national testing will take their guidance from the National Testing companies with guidance from national, state and local mandates.
- b. The ACT residual will resume on campus testing with limitations that require social distancing and adhering to state guidelines.
- c. Maximum number has been adjusted to accommodate social-distancing requirements. Reservation tickets will include requirement for face-covering while on campus.

ANNEX C: ATHLETICS

OPR: AD

GENERAL. The Athletic Director, following NJCAA, ACCC and other guidance will enforce the following mitigation protocols for MMI athletic events. Once cadet athletes are done with their athletic activity, where there is a difference, they will return to following the general COPP guidelines. *(these instructions are promulgated by the NJCAA and the Alabama Department of Public Health and may be updated from time to time)*

1. INSTITUTIONAL

- a. Recruiting activities (including travel) are allowed based on national, state, and local health guidelines. Travel approval is at the discretion of the individual institution.
- b. Institutional athletic camps are allowed, based on national, state, and local health guidelines and protocol, with institutional approval.
- c. The NJCAA eight-hour off-season rules are in effect and allowable based on national, state, and local health guidelines and protocol, with institutional approval.

2. CURRENT ALABAMA DEPARTMENT OF PUBLIC HEALTH GUIDELINES ON ATHLETICS

Effective May 22, 2020, at 5:00 P.M., persons attending or participating in athletic activities shall comply with the following rules:

- a. **Permitted team activities.** Beginning June 15, 2020, participation in team athletic activities may proceed in any respect subject to the rules of this paragraph.
- b. **Social distancing.**
 - i. Players, coaches, officials, and spectators shall not congregate within 6 feet of a person from another household except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.
 - ii. Players, coaches, officials, and spectators shall refrain from high fives, handshakes, and other physical contact except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.
- c. **Facial coverings.** Players, coaches, and officials shall wear a face-covering or other facial covering that covers his or her nostrils and mouth at all times except when a player or official is directly participating in the athletic activity.
- d. **Sanitation.** Players, coaches, and officials shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices. Organizers of athletic activities shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

For purposes of this paragraph, “athletic activities” means “sports that involve interaction with another person of closer than six feet” and “activities that require use of shared sporting apparatus and equipment.”

In addition to complying with the requirements of this paragraph, persons attending or participating in athletic activities are strongly encouraged to comply with any guidelines adopted by the relevant governing organization, if one exists for the athletic activity in question, to the extent those guidelines are consistent with the requirements of this paragraph.

In addition, organizers of athletic activities are strongly encouraged to read and implement the Alabama Department of Public Health’s “Guidelines for Adult and Youth Athletic Activities,” available at <https://www.alabamapublichealth.gov/covid19/assets/cov-sah-athletic-activities.pdf>.

In addition to complying with the requirements of this paragraph, operators of athletic facilities are strongly encouraged to read and implement the Alabama Department of Public Health’s “Guidelines for Athletic Facilities,” available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-athletic-facilities.pdf>.

3. INTERCOLLEGIATE ATHLETICS - PROTOCOLS/PRACTICE PLANS FOR FALL SEMESTER

a. Athletic Training Protocols

- i. Follow all *NATA (National Association of Athletic Trainers)* guidance for evaluation, prevention, and treatment for all student-athletes as well as facility usage and “best practices” established through the licensing/certifying board;
- ii. Follow NATA guidelines for athletes returning to campus, returning to training and returning to competition;
- iii. Purchase bag-valve-mask for possible situation that requires resuscitation for use by Head ATC;
- iv. Review each incoming and/or returning student-athletes medical paperwork for those with underlying conditions and provide follow-up from personal medical doctors;
- v. Ensure all student-athletes have completed the COVID-19 questionnaire and are all clear to arrive on campus;
- vi. Provide education/protocols for all student-athletes (staggered to lower numbers) and coaches on infectious disease prevention and changes to “normal operations”;
- vii. Social distance will be maintained in ATC with face-coverings being required (no one will be allowed to enter initially without one); Limitations of 4-6 student-athletes in ATC at one time; one athlete per table; afternoons are the busiest times and will look to have other times available by appointment ONLY;

- viii. Overflow of athletes needing ATC would be housed outside ATC in chairs spaced 6 feet apart;
- ix. Hand sanitizing stations will be used upon entering ATC and surrounding areas;
- x. Equipment/tables will be disinfected after each use;
- xi. Update all individual sport medical bags with required safety equipment - hand sanitizer, gloves, etc.
- xii. No sharing of equipment (ice bags, heat packs, etc.);
- xiii. Ice machine and whirlpool usage will be determined by Head AT following NATA guidelines; to maintain proper sanitation and disinfection protocols;
- xiv. Will provide guidance/updates as needed to the Athletic Emergency Action Plan for treatment of injuries in respect to suspected COVID-19 (minor to serious)
- xv. No personal electronics allowed in ATC during treatment (minimize chance of frequently used personal items being contaminated);
- xvi. No extra gear, bags, equipment than what is absolutely needed at a particular time;
- xvii. Non-athletes that have an “injury” will need to make arrangements through the CHC and schedule an appointment outside of “peak” athletic times;

b. Individual Sports:

- i. TENNIS: will make appointments with Head ATC for all players; will adhere to all guidelines established by Head ATC;
- ii. SOFTBALL: Follow protocols established by ATC; most treatments can be performed at the softball field which enables social distancing;
- iii. BASEBALL: Only major injuries will be referred to Head AT for treatment; access to ice machine and portable steam units are available at the baseball field;
- iv. BASKETBALL: Due to the close proximity of basketball to the ATC the majority of treatment can be done in the gym area to allow for spacing (i.e. taping of ankles on the stage, riding a stationary bike, etc.);
- v. CROSS COUNTRY: Since this will be the only true in-season sport until October 1st (basketball), athletes may see the AT up to 1 hour after the conclusion of their team's practice, not to exceed more than 4-6 people in the ATC at one time (final number established by Head AT based on NATA guidelines); Outside of normal treatment, treatment and/or ice baths will be by appointment only, at least 6 hours in advance;
- vi. GOLF: Not a sport that requires a lot of resources in terms of treatment; most would be sore muscles or blisters; those issues can be treated outside of ATC

4. IRELAND ATHLETIC CENTER PROTOCOLS

For fall semester the following areas will be restricted to intercollegiate athletics only:

- a. Laundry Room within IAC

- i. These will be utilized more for all intercollegiate athletic teams to improve hygiene for workout clothes, towels, etc.;
- ii. Basketball locker room and restroom/shower area
- iii. ATC room (unless by appointment via email to Head AT Kirk Dowdle)
- iv. Restroom/shower area across from ATC (these areas will be utilized by non-basketball athletes for showers/hygiene/changing out of workout clothes for laundry); Drug tests will need to be moved to foyer of IAC
- v. Ice machine, whirlpool, refrigerator, coolers (back room of IAC); all usage of these items will be through Head AT Kirk Dowdle ONLY
- b. Limit basketball court area for intercollegiate athletic activity for the first few weeks/month. Currently we do not have consistent cleaning for these areas and our staff have to use rest rooms and surrounding areas on a daily basis
- c. Water fountains in IAC will not be used while under COPP.

5. SPORT PRACTICE PROTOCOLS/CHANGES

a. Baseball:

- i. Practice Plans/ Changes
 - o All players/coaches will be required to bring face-coverings to practice; may use if they feel more comfortable or cannot maintain social distancing; allowed if wearing the face-covering/gloves do not compromise safety of any and all athletes/coaches
 - o NO handshakes or high fives allowed
 - o Recommend each player bring batting gloves as an extra layer of protection during practice/competition;
 - o Not a real concern with social distancing since outside area is large (bullpens and batting cages will be limited to maintain the appropriate 6 feet apart)
 - o Inclement weather days – limit number of players in covered batting cage with staggered practice times to accommodate social distancing protocols
 - o No sharing of equipment (helmets, bats, gloves, towels)
 - o Water coolers will be provided with disposable cups and/or personal water bottles be used by each player (this MAY change; there is debate on use of water coolers – we will follow whatever guidelines are established in “best practices” by NATA)
- ii. Physical Training
 - o NO weight room for the fall
 - o Medicine Balls and TRX bands will be used at the field (social distancing in place); drills and stations utilized to maintain safe distance
- iii. Disinfecting Protocols
 - o Batting cage and restrooms will be disinfected daily
 - o Hand sanitizer will be available in concessions area, offices, bull pens, cages and dugouts

- No sharing of helmets, bats, gloves (sprayed after each practice)
- Balls, bats, equipment placed in sun before practice starts
- Any touch points disinfected daily to include balls and tees
- NO concessions stand items for sale for fall home games
- Laundry room in IAC will be made available to ensure proper/consistent cleaning of workout clothes;
- iv. Travel Considerations
 - Follow ACCC and NATA Protocols (TBD)
 - Delivery or take-out foods only when on the road
 - Take sack lunches whenever feasible

b. Basketball:

- i. Practice Plans/ Changes
 - All players/coaches will be required to bring face-coverings to practice; may use if they feel more comfortable or cannot maintain social distancing; allowed if wearing the face-covering/gloves do not compromise safety of any and all athletes/coaches
 - NO handshakes or high fives allowed
 - Social distancing will be most difficult because of the nature of the sport; Initial plan (first few weeks) is to concentrate on fundamentals through stations which can be spread out in the gym area
 - After first few weeks, start more group work during practice and break competitive games down to 3 on 3's and 4 on 4's with a transition to the full 5 on 5.
- ii. Physical Training
 - Conditioning at the track (will maintain social distance with staggered lanes, starting points, etc.)
 - Avoiding the weight room for the fall OR recommend being able to reserve the outside area for team work as was originally designed; clean before and after; weight room will be an important part of physical development in this sport
- iii. Disinfecting Protocols
 - Proper hygiene will be addressed; making sure all athletes have washed their hands properly before and after each practice; hand sanitizer will also be available.
 - Players will be required to shower in the locker room area after each practice/work out and their workout/practice clothes will be washed each day in the IAC laundry area
 - Hand sanitizer available in locker room, court area and offices
 - Disinfectant spray available for balls, carts, etc. as well for locker rooms
- iv. Travel Considerations
 - Follow ACCC and NATA protocols (TBD)
 - Take-out or delivery foods only
 - Take sack lunches whenever feasible

c. Cross Country (*ONLY TRUE FALL SEASON*)

- i. Practice Plans/ Changes
 - All players/coaches will be required to bring face-coverings to practice; may use if they feel more comfortable or cannot maintain social distancing - allowed if wearing the face-covering/gloves do not compromise safety of any and all athletes/coaches
 - Practicing daily 5:30am-6:45am & 3:30pm-5:00pm.
 - NO handshakes or high fives allowed
 - Road work/trail work 4 days a week; 1-2 days on the Track and/or 1 day on the Golf course; Distance of a minimum of 6 feet will be required for all mileage runs; Track workouts will be managed using lane staggering, single-file, or side-by-side...12' apart either way while running.
 - Each individual will have their own water bottle so there will be no sharing of equipment.
- ii. Physical Training
 - Weight Room (if allowed - largest concern) - 2 days a week; Recommendation of reserving sections of the weight room per team, 1 person per rack when possible, any spotters/partners needed will support from the ends of the barbell and not over the top of them for bench or behind/against them for squats...two people, one each side to better keep separation.
 - Athletes/coach will sanitize each bench, bar, dumbbell, treadmill, med-ball, etc. before & after each use
 - If weight room is not an option for in-season sports transition to dumbbells, med-balls, & bodyweight exercises, cleaning the equipment before and after each use to ensure better distancing between each athlete;
 - Pool use (if allowed) – pool workouts 2-3 afternoons each week; Recommendation for in-season sports to reserve as a team and maintain 6' distancing. Athletes sanitize when entering and exiting pool area & locker room.
- iii. Disinfecting Protocols
 - Showers will be made available for all student-athletes immediately following workouts in IAC (across from ATC)
 - Laundry room/services will be available for all workout gear/attire after each workout
- iv. Travel Considerations
 - Follow ACCC, USTFCCA and NATA protocols (TBD)
 - Take-out or delivery foods only
 - Take sack lunches whenever feasible
 - Looking at staying in state of Alabama for all meets until NJCAA National Championship

d. Golf

- i. Practice Plans/ Changes
 - o Practice performed on an individual basis and space is not an issue;
 - o Face-coverings be required at all practices; athletes allowed to wear face-coverings and encouraged to have gloves conducive for golf (not shared); allowed to wear these as long as there is not risk of injury;
 - o Fundamental, individualized practice routines with a rotation schedule for different areas of the golf course;
 - o NO handshakes or high fives allowed; no exchanging score cards
 - o Coaching can be easily done from a safe distance; face-coverings would be required if social distance could not occur;
 - o No golf cart use for players;
- ii. Training
 - o Avoiding the weight room for the fall;
- iii. Disinfecting Protocols
 - o Shoes are removed outside and disinfected. Only one player at a time is allowed in Pro Shop/ Locker Room. Golfers have individual lockers and would need to be disinfected daily. The same protocol would apply as they finish practice;
 - o Golfers all have their own equipment so no sharing would occur. Practice balls would be separated and assigned to each player; no sharing. Disinfect after each use;
 - o Cups will be an inch above the ground and touching flagstick is prohibited (this would apply to anyone using our course);
 - o All would have access to hand sanitizer

*At this point the golf team aspect is easy. The complications/challenges come into play when we allow outside play at the golf course (not impossible just more complicated). Would recommend limiting outside play when practice is occurring. Either way, we will have to adjust overall course protocols when we allow outside play

- iv. Travel Considerations
 - o Follow ACCC, USGA and NATA protocols
 - o Take-out or delivery foods only
 - o Sack lunches whenever feasible

e. Tennis:

- i. Practice Plans/ Changes
 - o During regular practice hours from 3:00-5:00 p.m., allow no more than six players per set of courts, for a maximum of 12 at any given time. Also, can change to the following if needed - 3:00-4:00 p.m. with one group of players and then from 4:00-5:00 p.m. with another group. Follow current USTA guidelines:
 - No shaking hands or high fiving, etc.;
 - Court benches will be spaced accordingly;

- Doubles play will be allowed but coordination will take place to maintain physical distancing;
 - Cans/balls will be numbered and each player will have “personal use” balls/cans that they will be in charge of (each player on the court would have a different number);
 - Racquet/foot will be used to pick up balls (avoid touching balls with hands that are not identified as personal use balls);
 - Physical distance maintained when changing ends of the court
- Individual practices will be conducted throughout the day with those players whose schedules allow them to participate in morning or early afternoon practice sessions;
- Since time may be limited warmups will have to be done by each individual player;
- Once play/practice is completed, athletes will be encouraged to leave court area and wash hands and face
- ii. Training
 - follow protocols for weight room and track usage
- iii. Disinfecting Protocols
 - Face-coverings required at all practices for all players/coach (social distance maintained);
 - After each drill or each 15-minute hitting/drilling session, rotation of players into the dorm to wash their hands/face;
 - Disinfecting balls, hoppers, gate handles, benches, etc.;
 - Hand sanitizer available;
 - Laundry room available in IAC to ensure workout clothes are being washed on a consistent basis
- f. **Softball:**
 - i. Practice Plans/ Changes
 - Face-coverings required at all practices for coaches/players; allowed to use if players feel more comfortable and does not compromise the safety of any and all participants
 - Not much change to overall practice plan; social distancing is going to be enforced.
 - No handshakes or high fives allowed
 - No “partner” stretching will be allowed.
 - Limit the number of players in the cage area by 50%. This will eliminate sitting around on benches which would lead to not social distancing.
 - Concern – size of dugouts for spacing (currently have a plan in place to expand both dugouts slightly which would allow more space and air circulation.
 - ii. Training
 - Training will be done with body weight and some medicine balls that will be disinfected in between usage;

- Avoiding the weight room during the Fall semester; ensure social distancing;
- iii. Disinfecting Protocols
 - Require players to have batting gloves to provide another layer of protection during hitting practice;
 - At the end of practice, we will disinfect all tools used by players (bats, balls ...);
 - Hand sanitizing stations will be provided
 - Laundry room in IAC will be made available to ensure proper/consistent cleaning of workout clothes;
- iv. Travel Considerations
 - Follow ACCC and NATA protocols (TBD)
 - Take-out or delivery foods only when on the road
 - Sack lunches whenever feasible

ANNEX D: ADMINISTRATIVE OFFICES

GENERAL. All administrative offices will develop their own, internal, policies and procedures based on their unique circumstances. At a minimum, the following guidelines will be used when developing these procedures:

1. DISTANCING AND USE OF FACE-COVERINGS IN OFFICE SPACES.

- a. In offices where space permits and the function of the office grants reasonable assurance that a minimum 6-foot separation can be maintained, face-coverings may be optional.
- b. Offices that provide a service to cadets or staff (e.g., business office, registrar, QM, bookstore, CHC, etc.) will develop protocols to mitigate COVID-19 transmission. Mitigation measures may include such things as sneeze shields, distancing aids, mandatory use of face-coverings, etc.
- c. Each office will develop any necessary announcements (signs, bulletins, etc) to inform cadets and staff as to their internal protocol.
- d. Offices are encouraged, where possible, to open windows enough to promote a circulation of fresh out-side air.
- e. Employees will follow the COPP guidelines on distancing and face-covering when outside their offices.

2. TRAFFIC PATTERNS. Offices are encouraged to set up specific traffic patterns to minimize persons crossing in hallways. As an example, all visitors and cadets visiting the Administration Bldg. will be required to use one entrance. Staff will use other entrances to avoid bottlenecks. Directional signals can also be used inside of an office if space does not allow for minimum 6' separation to be maintained.

3. MEETINGS. Individual offices will develop protocols for hosting meetings, either internal or with visitors.

- a. It is recommended that face-to-face meetings be limited to only those necessary.
- b. When necessary, face-to-face meetings will be conducted using the minimum 6-foot and face-covering protocols.

NOTE: any office utilizing a common meeting room (Admin Board Room, Honor Council Room, 2nd floor library) is required to ensure the room is properly sanitized before and after the event. Maximum Occupancy signs will be posted outside each conference room.

4. DISINFECTING. Individual offices are responsible for ordering their own cleaning supplies (through B&G) and disinfecting their spaces. A focus should be placed on cleaning common touch areas such as doors, door-knobs, drawer handles, table tops etc.

- a. Water fountains will not be operational while COVID-19 mitigation measures are in effect.
- b. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

5. **AT-RISK EMPLOYEES.** The CHC will work with employees who feel that they may be at higher risk for negative outcomes from exposure to COVID-19.
 - a. The CHC will send an all employee email explaining the criteria to be considered “at risk”, along with required supporting documentation.
 - b. The employee will communicate their request for accommodations to the CHC with supporting medical documentation.
 - c. Once approved, the employee’s supervisor and employee will agree, in writing, on an appropriate accommodation plan.
 - d. Any disagreement with this process will be presented to HR who will investigate and determine the appropriate remedy.
6. **EMPLOYEES REPORTING POSSIBLE EXPOSURE.** (ACCS Memorandum #2020-EXE-048). Should faculty/staff arrive to campus/work exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), institutions should ask the employee to leave campus and consult with a healthcare provider before returning to work. Further, the employee should continue to utilize MEMO-EXE-019 “Paid Leave, Instructors who cannot work remotely, and the Families First Coronavirus Response Act (FFCRA)”. Employees are advised to seek further information relevant to their specific circumstances from HR.

Faculty/staff must report if they have had a positive test for COVID-19 to the school nurse. The nurse will provide direction on when the employee can return to work.

MMI is required to report any employees/students who test positive for COVID-19 to appropriate state agencies.

Employees are asked to consider any personal travel plans, out-side the local area, during this shortened semester. Once cadets are on campus, the greatest possibility to introduce the virus onto campus will be through us, especially if we are traveling to areas of greater risk and not following appropriate social distancing and face-covering guidance.

7. **TRANSPORTATION.** Facilities Management will develop instructions for the safe use of official transportation assets. At a minimum the following guidelines will be followed:
 - a. Buses have been equipped with wall mounted hand sanitizing stations in front and rear of seating areas.
 - b. Disposable masks will be available and accessible to all passengers which are not in possession of approved facial covering when boarding.
 - c. Signage containing all passenger safety policies will be applied to entrance/exit point of buses.
 - d. Buses will be sanitized with disinfectant/sanitizer approved for control of coronavirus before all pre-trip and in-trip boarding, as well as immediately following post-trip exit.
 - e. All passengers are required to use supplied hand sanitizer upon boarding bus.

- f. All passengers must apply approved facial covering before boarding bus and maintain application until exited from bus
- g. Passengers will be seated one passenger per row per side to maintain the best possible distancing.
- h. Passengers will maintain a minimum distance of six feet while boarding and exiting bus.
- i. When boarding passengers will be seated beginning on back seats and moving toward the front in order.
- j. Passengers will exit in order of seating from front to back maintaining six-foot distancing during exit.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

8. **STAFF TRAINING.** MMI will provide appropriate training and personnel updates as required to keep our staff and faculty informed of this policy and other COVID related information that may impact them.

9. **FACE-COVERINGS.** Employees are responsible for providing their own face-coverings that meet minimum CDC criteria: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> . Employees will be able to purchase the cadet approved face-coverings (gaiter) in the bookstore.

10. **VISITORS AND VENDORS.**

- a. **Scheduled.** For all visitors and vendors who are scheduled or have appointments with a specific MMI office or department, it will be the responsibility of that department to ensure that they follow face-mask and social distancing guideline.
- b. **Unscheduled.** All visitors who arrive on campus without an appointment will be directed to the reception office in the Administrative Building where coordination can be made with the responsible office.
- c. **Parents and Family of Cadets.** Cadets will be advised that visits should be discouraged so as not to present a possible input of the virus onto campus. Necessary visits will be restricted to normal working hours and meetings will take place outside or in the QM. **NO VISITORS ARE ALLOWED IN THE BARRACKS.**

ANNEX E: FITNESS FACILITY AND POOL GUIDELINES.

OPR: DEPUTY COMMANDANT

GENERAL. The Deputy Commandant will oversee COVID-19 mitigation measures for the MMI Fitness Facility and Pool and will schedule use of these facilities. Both facilities will only be open to highly structured and controlled/supervised activities. When athletic teams utilize either facility, after approval by the Deputy Commandant, coaching staff is required to be on-site and responsible for enforcement of mitigation measures. If this is not being done to the standards set forth in this policy, the team will be asked to leave the facility immediately. *(as of the date of this publication, pools and fitness facilities are still closed under State law – these guidelines will be in effect when the state closure is lifted).*

1. FITNESS FACILITY.

- Maximum Occupancy. The Deputy Commandant will set and enforce the maximum occupancy of the Fitness Facility.
- Keep doors and windows open where possible to improve ventilation.
- Users are required to wash/sanitize hands upon entering and exiting the facility. Fitness Center Manager will ensure that a table with appropriate supplies is available for use.
- Users are required to wipe down each piece of equipment both before and after use.
- Users will use only one piece of equipment at a time (no circuits or super sets).
- Users will maintain social distancing and wear face-coverings at all times. Users may only take face-coverings off when using aerobic machines when a minimum of 9 feet separation can be maintained. Some aerobic machines may be placed off-limits to assist in enforcing this separation.
- Facility high-touch areas should be disinfected before and after each use. Fitness Center Manager is responsible for this task.
- Water fountains will not be used.
- Sign in log will not be used.
- One entrance and one exit will be identified for users.

2. POOL OPERATIONS. To maintain a healthy environment, users of the MMI Pool will:

a. Cleaning and Disinfection

- i. Cleaning and disinfecting frequently touched surfaces at least daily and shared objects each time they are used. For example:
 - Handrails, slides, and ladders.
 - Chairs, pool noodles, and kickboards
 - Door handles and surfaces of restrooms, hand washing stations, and showers.

b. Maximum Occupancy

- i. Deputy Commandant will determine the maximum occupancy of the facility.

c. Ventilation

- i. Ensuring that ventilation systems are operating properly.
 - ii. Increasing introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk.
- d. **Water Systems**
 - i. Water fountains will not be used.
- e. **Modified Layouts**
 - i. Changing deck layouts to ensure that in the standing and seating areas, individuals can remain at least 6 feet apart.
- f. **Physical Barriers and Guides**
 - i. Providing physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart, both in and out of the water.
- g. **Shared Objects**
 - i. Discouraging people from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
 - ii. Discouraging the sharing of items such as food, equipment, toys, and supplies.
 - iii. Ensuring adequate equipment for swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.

Annex F: Pending Milestones (listing current as of 17 July 20)

17 July:

- All cadets informed to complete in-processing forms and requirements as found on web-site.

24 July:

- Dining Facility ready to open (for ECP)
- Trustees ready to receive ECP Basic Camp Cadets
- Trustees laundry facility complete

25 July:

- ECP COVID testing

29 July:

- Healthy Roster App instructions sent to all cadets

30 July:

- Set up and walk through of IAC for Move-In Days

31 July:

- All classrooms set up for social distancing
- All barracks ready for occupancy
- Reception of XC (-) team to include COVID testing

7 Aug:

- ECP Cadets move to assigned rooms/return Trustees keys
- Cleaning/re-set Trustees
- CGAS Reception and COVID Testing
- QM Open for business
- Transition Dining Facility responsibility to Commandant's Office
- Outdoor class room locations set up

Week of 10 August – Conduct Move-In Days