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Executive Summary

Higher education is considered an essential service under the “Stay Home, Stay Healthy” order. This document acts as the COVID 19 Exposure Control, Mitigation, and recovery plan for Phase 1 Restart of Higher Education and Critical Infrastructure Workforce Training Restart Operations at Olympic College. This document will serve to guide Olympic College through reentry protocols from May 18, 2020 through June 19, 2020.

The safety and health of Olympic college students and employees is our highest priority. This plan seeks to address the reentry of specific programs back to campus practicing in person instruction. Only programs listed on the approved list provided by the Governor’s office will be included and these programs must be able to substantiate the need to meet in person and assure that they will be able to train and teach while maintaining social distancing guidelines.

“Higher Education and Critical Infrastructure Workforce training jobs and approved (see governor’s list) instructional programs complying with the points below may resume only those work and instructional activities that do not require workers and students to be closer than six-feet together. If a work or instructional activity requires workers or students to be closer than six-feet, it is not considered low-risk and is not authorized. Adherence to the physical distancing requirement and the health and safety points below will be strictly enforced.” Covid 19 Phase 1 Restart Manual SBCTC.

The College’s Emergency Operations Center meets regularly and is developing safety protocols and procedures to ensure the safe return to work during the phased re-entry. As the Governor’s office rolls out new entry requirements the College will address which programs are affected and continue to adopt and integrate policies and procedures for the safe return to work or of in person instruction. As planning progresses expect to receive updated information and phased plans for the safe return to campus operations. There will continue to be restrictions and changes to how we conduct business as we follow the Governor’s orders and plan for the potential and phased reentry to campus.

Objectives

This plan will outline the following and act as a policy document for the following:

- COVID-19 Supervisor[s];
- COVID-19 Safety Training
- Social Distancing
- Personal Protective Equipment
- Sanitation and Cleanliness
- Employee and Student Health/Symptoms
- Location Visitors
Proclamation 20-46 High Risk Employees – Worker’s Rights

Any worker that is considered High Risk under this order will be offered alternate work or working at an alternate location. According to the CDC high risk/vulnerable communities are persons 65 years and older and persons of all ages with underlying medical conditions. For the employees Olympic College will to the greatest extent possible offer alternative work assignments and will continue to allow telework whenever possible and feasible with business operation. Olympic College will let employees know how to ask for accommodations to their work schedule, site or other circumstances, discuss telework and other possible accommodation to reduce the risk of exposure.

COVID-19 Supervisor

“A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A COVID-19 Supervisor or designee must be available at all times during work and class activities.”

The EOC Team Leader in coordination with the EOC team members, VP for Instruction and Interim VP for Administrative Services shall designate COVID-19 Supervisor’s for each location or academic program that is holding in-person instruction.

COVID 19 supervisors for each location are responsible for:

- **Plans Posted:** Ensuring plans are posted as required and are up to date and are coordinated with the Pandemic Coordinator.
- **Training:** That all faculty and students related to the on-campus operations they are overseeing have received the initial training and then will assure continued training as needed each week.
- **Screening:** Assure all students and employees under their area are completing screening requirements each day.

COVID-19 Safety Training

Safety Training will be conducted at all locations on the first day of returning to work or class. The COVID 19 site specific supervisor is responsible for assuring this training is complete. Training will be updated each week. The site supervisor will be responsible for training and for taking attendance for their area. COVID 19 Safety Requirements will be visibly posted at each location.

Safety Training will include the following information:

- Screening Form Requirements before arriving on Campus.
- Encouraging Employees and Students to Stay Home if they are sick.
- Screening when arrive on campus by COVID 19 Supervisor.
- Training on Respiratory Etiquette.
- Social Distancing Requirements while on Campus.
- Training on Hygiene while on Campus to include; Frequent and thorough handwashing, location of hand washing stations and locations of hand sanitizers.
• Procedures for cleaning and disinfecting surfaces, with focus on high touch points during and after class.
• Training on Chemicals used to clean in accordance with OSHA’s Hazard Communication Requirements.
• Training on the use of PPE and what PPE will be required or recommended in each area.
• Going over procedure for entry to class, traffic flow through the building, exiting procedures, procedures for breaks.
• What to do if you are symptomatic, self-monitoring procedures and how to report when experience symptoms of COVID 19. If a student or employee displays symptoms isolate the individual until they can be removed from campus.
• What to do if there is a potentially contaminated area on campus.
• How to report if someone an individual has had close contact with tests positive for COVID 19.

Social Distancing

The following social distancing practices shall be followed at all OC facilities and by all programs:

• Six feet of separation must be maintained between individuals while on campus.
• Physical non-permeable barriers may be used when space precludes 6 foot spacing.
• To Control and monitor social distancing the following methods may be used:
  o Staggered start times
  o Working in Shifts to split larger instructional groups into smaller groups.
  o Only one group at a time should be in a given space. (Team A, Team B)
  o Controlled Entry into Buildings.
  o Controlled Traffic Patterns I.E, one-way path of travel.
  o Social distancing markers on floor in areas where congregation may occur.
• Gatherings of any size will be preventing by taking breaks in shifts. During breaks strict adherence to maintaining a 6-foot separation must be maintained.
• Choke points and high-risk locations will be identified with signage and shut down as indicated below.
• During class student class size will be reduced to assure a 6-foot minimum separation between students. Markers will be placed on the floor in labs and classrooms to identify where students should stand or sit.
• Classrooms
  o Classrooms will have seating spaced 6 feet apart.
  o Custodial Services will set up the classrooms to comply with the distancing guidelines, re-arrangement of furniture shall be prohibited.
  o Classrooms with two doors may have one designated as an entrance only and one as exit only.
• Labs
  o In labs the lab coordinator/instructor should be responsible for ensuring spacing is planned and maintained.
• Offices
  o Floor layouts may be changed to assure social distancing.
• Public Spaces and Computer Labs
  o Public areas and Computer Labs will remain closed during Phase 1 reentry. This includes access to the library, bookstore and café.

• Building Access
  o Buildings may or may not have only one entrance location designated. This would allow the COVID 19 supervisor for that building (if so designated) to ensure compliance with this plan.
  o Breaks will be taken outside and in teams as needed. Instructors will allow students to return to the building.
  o Students are encouraged to enter each building and go directly to their instructional location.
  o Loitering in halls is discouraged.
  o At the end of each instructional session students should be encouraged to directly exit the building and return to their cars or spread out in an outdoor location.
  o Buildings will have access hours set and enforced by the College.

• Hallways
  o Furniture removed or cordoned off to prevent gathering
  o Signage placed to encourage movement.
  o Other measures to ensure social distancing.

Personal Protective Equipment

Personal Protective Equipment as appropriate or required for the activity being performed shall be provided by the College to employees. This may or may not include gloves, goggles, face shields and face masks.

PPE will be determined based on risk level associated with OSHA in the Guidance on Preparing Workplace for COVID 19. All work at Olympic College according to the OSHA Risk Chart Descriptions is currently considered low risk. The CDC currently does recommend wearing a face mask to protect others, however wearing a face mask is not currently required for WA State workers. (Washington State Department of Labor and Industries Janitorial Safety Tip Sheet May 2020).

Olympic College will recommend but not require face masks or shields to be worn for most work at Olympic College when you are able to maintain 6 feet of distance from others. When wearing a face mask or cloth face covering workers and students shall follow the Washington State Department of Health’s pdf on Guidance for wearing Cloth face Coverings.

Olympic College will recommend that to the extent possible instructors will wear face shields when teaching so that students can read the instructors lip’s if they are hearing impaired or rely on this.

Other PPE will be worn as required by each academic program or by an individual’s specific work task.

Custodial Crew PPE:
Custodial Crew will be required to wear gloves when cleaning at all times when there is not a suspected case of COVID 19 on campus. When there is a suspected case of COVID 19 on campus the custodial crew will follow the recommendations of the CDC. May wear cloth face masks at their own discretion when they are not working within 6 feet on another individual, when working within 6 feet of another individual they will be required to wear a cloth mask.

**Maintenance Crew and those who work in high traveled areas:**
Recommended to wear nitrile gloves. May wear cloth face masks at their own discretion when they are not working within 6 feet on another individual, when working within 6 feet of another individual they will be required to wear a cloth mask.

### Sanitation and Cleanliness

**Locations for washing hands and Sanitizing:**

All restrooms and hand washing stations may be equipped with social distancing decals and signs, along with hand washing instructions. Each program that begins instruction on campus will have access to a handwashing area in a nearby bathroom, in the classroom/lab teaching area when available.

**Restrooms**

Restrooms located on each floor in buildings that are being utilized for reentry phase 1 will be the primary source and location for hand washing stations. Restrooms that are identified to be used for a returning work area or school program will be cleaned and refreshed with supplies daily by Custodial Staff.

**Portable Hand Washing Stations**

Currently there is no identified need for these at Olympic College. However, if outdoor instructional areas are identified or used, or if porta-potties are placed by the college or a contracted vendor, a portable hand washing station shall be provided as required by WAC 296-155-140 w (a) – (f).

**Hand Sanitizer Stations**

Hand sanitizer stations are being installed and maintained at reentry areas on campus. Olympic College will provide in public areas a benzalkonium chloride based hand sanitizer that offers greater interoperability with different delivery methods. Until this product is fully transitioned to, the legacy Alcohol based dispensers will continue to be supported. Hand Sanitizers do not substitute for proper hand washing. Signage should indicate where the nearest handwashing location is.

- Due to the low usage and high failure rates, the college is moving toward no longer equipping individual classrooms with dispensers. Dispensers will be placed in public areas (hallways) and other areas identified by Custodial Services.
- Additional 1250ml dispensers will be obtained to allow emergency expansion of the program.
- Both countertop and the l 1250ml dispensers may be ordered by providing a budget code and amount requested to the Custodial Services Manager. It will be the responsibility of each individual department to manage them once ordered; including ordering refills, and proper disposal of empty
Areas that will have facilities supported hand sanitizer dispensers:

- Hallways outside of public restrooms
- Building main entrance lobbies.
- Mission Critical Areas as identified by Custodial Services.

Disinfectants and supplies

Olympic College will provide disinfectants for use in areas and locations where reentry is occurring. These may include Oxivir Five 16 disinfectant, Oxivir One, or Oxivir TB; requiring 1 to 5 minute dwell time or legacy quaternary sanitizer products that require 10 minute dwell time and rinsing after use. Each should be used according to the manufacturer’s recommendations. Paper towels or microfiber towels may be provided for use with these disinfectants.

Cleaning wipes

Cleaning wipes are provided primarily for use by IT for use in decontaminating equipment. Other programs as needed also may be supplied wipes. Due to short supply not all locations are being provided cleaning wipes. Spray disinfectants should be used whenever possible. Chlorox wipes may be used if available, but effectiveness may require 10-minute dwell time.

Custodial Services, Response and Mitigation

Custodial Primary Priorities

College custodial staff will sanitize high touch surfaces in areas used each day by instructors, students and public areas used by employees. These may include the following; classrooms, instructional labs, public areas, copier areas, shared kitchen areas, restrooms. Offices during the reentry phases are to be excluded from custodial cleaning and will be supplied disinfectant and paper towels/towels to perform their own routine disinfection unless sufficient staff is available to assist.

The following high touch points include, but are not necessarily limited to:

Classrooms and Labs:
- Door handles
- Light switches
- Desks or Tables
- Push Plates
- Phones
- Keyboards at teaching stations
- Phones

Restrooms:
- Door handles
- Stools
- Urinals
• Sinks
• Counters
• Stall door hardware

Shared Areas:
• Door handles
• Light switches
• Phones
• Sinks
• Food Prep Areas

Custodial Training
All employees engaged in cleaning will have completed “Acute Care Facility”, “Pandemic Cleaning” and “Post Pandemic Cleaning” modules in Cleancheck as part of the focused COVID-19 training.
Employees will be trained on the chemicals they are using to clean in accordance with OSHA’s requirement for Hazard Communication.

Protocols
Custodial staff are required to be screened before commencing work daily.
Custodians will adhere to social distancing requirements whenever possible.
Breaks may be staggered so that social distancing can be maintained.
Custodial staff will wash their hands at every glove change and at the end of their shift.
Should Custodial staff feel sick they are allowed to take leave, no doctor’s note is required.
Custodial staff should not return to work until they are free of fever and other symptoms for 3 days.
ATP testing for biofilm may be conducted.

Cleaning when there is not a suspected COVID 19/Normal Procedures:
Appropriate PPE shall be worn. According to recommendations by the CDC and Washington Department of Labor and Industries. It is recommended to wear nitrile gloves. When working within 6 feet of another individual masks must be worn. At other times masks may be worn at each custodian’s discretion.

Cleaning when there is a suspected or confirmed case of COVID 19:
• The area where the ill person occupied will be closed down for a minimum of 48 hours or as long as possible by facilities and campus security personnel.
• An assessment will be made to determine all areas on campus that the ill person occupied. To the extent possible all of these areas will be closed down for 48 hours.
• Door hanger identifying the area awaiting decontamination shall be placed on door.
• Door will be locked and if present, the electronic lock will be set to card/pin only.
• Local and State Health officials will be consulted prior to cleaning commencement to determine if new procedures have been implemented.
• Custodial and other necessary staff will be notified that there was a confirmed case of COVID 19 and will be informed of all suspected areas that the person occupied.
• Employees exposed will be cared for according to CDC/health department guidelines.
• PPE appropriate for the pathogen shall be worn.
• Decontamination will be in compliance with CDC guidelines and will follow their recommendations. Decontamination may include a combination of chemical, mechanical, radiation, and live steam.
• Decontamination methods shall be used to disinfect as per health care Isolation Room standards.
• Hard to disinfect items may be disposed of as biohazard waste if no effective method exists to decontaminate on site.
• The custodial manager may direct custodial staff to open outside windows and use ventilating fans to increase air circulation if appropriate.
• Blinds and curtains may be directed to be opened.
• When appropriate and possible the number of air changes per hour for the room will be increased, 100 Percent outside air should be supplied when possible.
• ATP testing for biofilm will be conducted after cleaning is completed to indicate (by inference) the level of effectiveness of the cleaning process.

PPE - When There is a Suspected or Confirmed Case of COVID-19
Appropriate PPE shall be worn, according to recommendations by the CDC and Washington Department of Labor and Industries. It is currently recommended to wear nitrile gloves and gowns. Gloves and gowns should be removed carefully to avoid contamination. Clean hands after removing gloves. Consideration will be made for wearing a mask when cleaning in an area known to be infected, although this does not appear to be a requirement.

Employee and Student Health/Symptoms

Screening Form and Policies:
All Olympic College Employees, students and visitors must be screened prior to entering their work and instructional space. This will be accomplished via the online COVID-19 Screening form developed by Instructional Technology. All forms will include name, phone number and email address. These sheets will serve as a log that will be maintained for a minimum of six years. If yes is answered to any health check question the employee or student will need to stay home and they are to let their supervisor know that they are experiencing symptoms. It is expected that the employee or student will follow up with their healthcare provider as recommended by the CDC when you are experiencing COVID symptoms. Employees who have been sick with or without COVID-19 may stay home without a doctor note. Employees should stay home until they are symptom free for 24 hours. Failure of employees to self-screen or provide accurate and honest information may result in being sent home or further disciplinary procedures.
Employees who do not feel safe to work on campus will notify their supervisor who will work with Human Resources to determine other modes of work or offer additional resources as may be allowed. Any employee who is a member of a high-risk category has rights under proclamation 20-46 for alternate work. They should work with their supervisor or Human Resources to determine policies and procedures related to this.

Employees who have been sick with or without COVID-19: If an employee or student arrives on campus and develops symptoms they must immediately let their supervisor or instructor know. They will be placed in a private room and asked to wear a face mask. The local health department will be notified and the College will wait direction from them. If the health department does not respond in a timely manner the employee will be asked to return home and to follow up with their health care professional. They will need to stay home until they are symptom free for 3 days.
Employee or Student Has Covid-19: The identity of any employee[s] who develop COVID-19 will be kept confidential. Close contacts of the sick employee or student will be notified. Olympic College will follow the procedure recommended by Kitsap Public Health and the CDC for protocols to follow and return to work of the employee.

Employee or Student has a family member at home with COVID-19 Should: Notify employer or instructor. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

When a confirmed case has been on campus, regardless of community transmission:

- Olympic College will coordinate with Local Health Officials immediately. These health officials will help administrators determine a course of action.
- Olympic College will coordinate with local public health officials to determine cancellation of classes and closure of buildings and facilities.
- Olympic College will communicate with students, staff and faculty in coordination with local health officials to share the possible COVID-19 exposure and decisions made in relation to this exposure.
- The area that the infected/confirmed individual occupied will be cleaned and disinfected thoroughly. As outlined under the Custodial Procedure section.
- Decisions will be made by the EOC and Executive Team in conjunction with local health officials about extending class suspensions and event and activity cancellations.
- Strategies will be implemented to continue education and other support activities for students.
- In the case where a confirmed COVID case affects on campus housing, Olympic College will work closely with local public health officials to make decision related to housing and to ensure continuity of housing for all campus housing residents.
Phase 1 Instructional RE-Entry Plan – Nursing and Flagging 5.18.20

Faculty and lab support staff requested to return to campus for instruction need to have proper training on PPE, Social Distancing, and cleaning of high point touch areas. Faculty who are returning should work to be engaged, communicative, collaborative with the EOC and receptive to best practices outlined by the CDC, Kitsap Public Health Department, State Board and any OC internally determined protocols.

Exempt activities to date only include a limited list of essential programs. Faculty in these areas are expected to work closely with the EOC. Each program will confirm the number of students in attendance each day and will assure that the instructional space can support social distancing parameters. If the instructional space cannot support an entire class at a single session, additional sessions and planning will occur to accommodate all students.

Students and employees/faculty will wear the appropriate PPE at all times. Faculty for each course will advise their students of the Health Screening forms, Health Screening Procedures, authorization to conduct health screenings and lab/classroom clean up check list.

The daily process for re-entry programs is as follows:

1. Returning employees will fill out digital surveys for COVID-19 Health Screenings for each day that they are on campus.
2. Prior to the start of each instructional course that occurs in person each student must complete the health screening form digitally.

Once on Campus Faculty for Each Course they teach will:

1. Confirm that all students on campus have completed the health assessment prior to attending class each day.
2. Check in with each student each day to assure that they are not presenting with symptoms in the last 72 hours and/or that they have not failed the daily health screening requirement. If either of these are true the faculty member will excuse the student immediately. And will notify security that the student has been requested to return home.
3. Each instructional space will have a lab/classroom cleanup check off sheet in a laminated sleeve.
   a. Prior to the end of each class faculty, staff and students will ensure their own immediate workspace is cleaned with disinfectant.
b. The form and each area will be checked off with a dry erase marker as it is complete.

4. When possible access through the building will be marked and entry and exit into the classroom will occur through a single entry and exit point. Persons will be individually dismissed one by one from class.

5. No Food or Drinks In Classrooms or Lab Spaces

6. Food will only by Consumed in designated break areas.

REFERENCES

Proclamation 20-25 Stay Home-Stay Healthy

Appendix Proclamation 20-25
https://www.governor.wa.gov/sites/default/files/WA%20Essential%20Critical%20Infrastructure%20Workers%20%28Final%29.pdf

Interim Guidance for Administrators of US Institutions of Higher Education

Publication F414-164-000 Coronavirus Prevention: General Requirements and Prevention Ideas for Workplaces


Washington State Department of Health: Novel Coronavirus Outbreak 2020- Workplace and Employer Resources and Recommendations:
https://www.doh.wa.gov/Coronavirus/workplace

OSHA Guidance on Preparing Workplace for COVID 19

COVID 19 Reopening Guidance for Businesses and Workers

Safe Start Washington: A Phased Approach to Recovery Issued by the office of the Governor May 4, 2020

Proclamation 20-46 High Risk Employees- Worker’s Rights

Custodial Information
CDC
Cleaning and Disinfection for Community Facilities – COVID 19

Washington State Department of Labor and Industries
May 2020 Issue 3 Volume 1 – Janitorial Safety Tip Sheet
March 2020 Issue 2 Volume 3 – Janitorial Safety Tip Sheet
March 2020 Issue 2 Volume 2 – Janitorial Safety Tip Sheet
April 2020 Issue 2 Volume 1 – Janitorial Safety Tip Sheet