Safe Back to School Plan

Campus Reopening Guide

December 15, 2020
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Executive Summary

Effective August 1, 2020 all Institutions of Higher Education in Washington State will be required to operate under the directives laid out under Proclamation by the Governor 20-12.2, which amends the previous proclamations (20-05 and 20-12.1) guiding college operations. Olympic College is transitioning from the phased guidance outlined in the previous proclamations, which was implemented in the form of the Olympic College COVID-19 Exposure Control, Mitigation, and Recovery Plan to, the new requirements specified in Proclamation 20-12.2 and guidance issued in the form of the Campus Reopening Guide. The following document acts as the Safe Back to School Plan for Olympic College. This document will serve to guide Olympic College operations from August 1, 2020 until such time as the guidance is changed or withdrawn. The safety and health of Olympic College employees and students is our highest priority. This plan will guide the resumption of any activities and services on campus.

As employees return to work, they must comply with all safety and health practices and standards established within this plan. Employees are expected to contribute to a healthy workplace by participating in daily screening, practicing social distancing, practicing frequent hand washing, and following protocols in this document to stay home when they develop any symptoms of illness.

The College will continue to prioritize telework where feasible. Specific employees or departments may be identified as those that need to work on-site, due to the nature of their job duties. If an employee has concerns or questions about their work environment, they should work with their supervisor and Human Resources to come to a resolution. The Executive Team will evaluate which services to offer in person or through telework based on the agencies mission and objectives. Service gaps will be identified, and a plan will be put in place to minimize these gaps first through telework. For those employees that must return to work a staged approach will be taken.
General Information

Management of the Safe Back to School Plan
The Safe Back to School Plan will be managed by the Olympic College Executive Team, in coordination with the Emergency Operations Center and the Safe Start Task Force.

Contact Information
Any employee or student can report concerns and/or potential violations of Olympic College’s Safe Back to School Plan, and/or department specific Safe Start Plans, by emailing COVID-19-questions@olympic.edu. This is a confidential email group that will coordinate a response to the messages received. This email group is also used for reporting purposes of COVID-19 symptoms or positive tests.

Regular Monitoring and Review of the Safe Back to School Plan
The Olympic College Safe Back to School plan will be monitored and reviewed regularly by the Emergency Operations Center. Any identified updates or changes to the plan will be recommended to the Executive Team for consideration and approval. All modifications to the Olympic College Safe Back to School Plan will be communicated to the campus community, to include all employees and students, by email to College issued email addresses.
COVID-19 Safety Training

COVID-19 Safety Training will be conducted prior to or on the first day of returning to in-person work or class. Links to the training information provided can be found here: https://www.olympic.edu/about-olympic-college/covid-19-coronavirus-information/covid-19-training-resources. Safety Training shall include, but is not limited to, the following information:

- How the virus is spread;
- Training on respiratory etiquette;
- Social distancing requirements and other safety measures on campus;
- Infection prevention practices, including frequent, thorough handwashing and respiratory etiquette;
- Sanitation practices and cleaning supplies;
- Training on the use of PPE, and information on what PPE will be required or recommended;
- Screening Form Requirements (to be complete prior to arriving on campus when at all possible); and
- Signage and floor markings on campus.
Employee and Student Health

Symptoms of COVID-19 Illness
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to Seek Emergency Medical Attention
Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.


Guidance on When to Get Tested for COVID-19
The Kitsap Public Health District has developed a process flowchart to provide guidance as to when people should be tested for COVID-19. Olympic College students, employees, and visitors should use the following process flowchart to help determine when they should seek testing for COVID-19:
Process Flowchart for Reported COVID-19-like Symptoms for Students, Employees or Volunteers in Schools

^This flow chart assumes the individual is NOT an identified close contact of a known positive COVID case. If the individual is a close contact, they will have been contacted by KPHD and should be in quarantine

**ASSESS SYMPTOMS:**

**Symptoms appear prior to arrival on site:**
Encourage individual to stay home and isolate, and to follow up with healthcare provider regarding evaluation and COVID-19 testing.

**OR**

**Symptoms appear while already on site:**
Isolate the individual and send home. Encourage follow up with healthcare provider for COVID-19 testing. Follow protocol for cleaning areas in which individual was present.

**Individual has symptoms of COVID-19***

<table>
<thead>
<tr>
<th>Any ONE Class A Symptom: Fever &gt; 100.4F (measured or subjective), cough, shortness of breath, difficulty breathing, or new onset of loss of taste or smell</th>
<th>OR</th>
<th>TWO or more Class B Symptoms: Chills, rigors, muscle aches, headache, sore throat, nausea, vomiting or diarrhea, unusual fatigue, congestion, or runny nose</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>No alternative, more likely diagnosis (e.g. pre-existing asthma with potential exacerbations)</td>
<td></td>
</tr>
</tbody>
</table>

**If only one Class B symptom:**
Encourage individual to stay home or isolate and send home. Instruct individual to monitor for additional or worsening symptoms and encourage to follow up with healthcare provider for testing if symptom persists for more than 24 hours.

**If only one Class A symptom**
Encourage individual to stay home or isolate and send home. Instruct individual to monitor for additional or worsening symptoms and encourage to follow up with healthcare provider for testing if symptom persists for more than 24 hours.

**COVID-19 Test:**
Stay home and isolate until test result is back.

**Positive PCR or Antigen** Test Result
Individual to notify facility of positive test result. Individual to stay home and isolate for 10 days from symptom onset or positive test date and 24 hours fever free without medication and other symptoms improving. Household members and close contacts will also be asked to quarantine by KPHD and should be excluded from work or school.

**Negative PCR Test Result**
Unless an alternative diagnosis and care plan is given by physician, individual should still stay home until fever free for 24 hours without medication and other symptoms improving. Recommend retesting with PCR for negative antigen test or rapid test. A negative test result is not a guarantee that the individual is COVID negative.

**Refused COVID-19 Test**
Treat as a presumptive positive result and send/instruct to stay home and isolate for 10 days after onset of symptoms and until 24 hours fever free without medication and other symptoms improving.

**Asymptomatic possible exposure (not confirmed by KPHD):**
If an individual believes they have been exposed, but are not a confirmed close contact, they may make the personal choice to seek testing and isolate or quarantine from work or school at home.

**No COVID-19 Test:**
Individual excluded from and instructed to isolate

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*Symptoms as defined by Council of State and Territorial Epidemiologists as criteria for defining a case of COVID 19 for CDC (08/05/2020)

**Per updated guidelines from DOH (09/02/2020), 24 hours fever free to align with other DOH guidance, positive PCR or antigen maybe used to determine a positive case and would require isolation Updated to reflect most conservative DOH guidelines from [https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/420-287-COVID-19SymptomEvalMgmtFlowChart.pdf](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/420-287-COVID-19SymptomEvalMgmtFlowChart.pdf) 10/13/2020
Guidance for High-Risk Individuals

People who are older or have underlying health conditions are at higher risk for complications from COVID-19. The following information is provided by Washington State Department of Health for High Risk individuals:

**Practice good health habits including:**

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands;
- Clean and disinfect objects and surfaces every day;
- Stay home as much as possible. If you go out, keep 6 feet of distance between yourself and others;
- Avoid sharing personal household items. You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water;
- Make sure you can contact your regular healthcare provider when you need advice. Some clinics use "patient portals" to communicate and most of them will have staff that can take your calls to give advice. Please keep in mind that they are likely very busy;
- Make a list of medicines you need regularly and ask your pharmacy or healthcare provider if you can have an extra supply or prescription. Keep track of any other medications or supplements that you take and monitor your current health conditions as directed;
- Keep up-to-date with your immunizations;
- Identify someone who can help you and ask them to check up on you over the phone to make sure you are okay. Make sure that they understand not to visit if they are not feeling well;
- Make sure you have enough food and personal hygiene supplies to last a while;
- If you have a caregiver, they should also take special precautions;

**Monitor your Health:**

- Write down symptoms you have;
  - Record your temperature. Some medications can lower your body temperature, including aspirin (acetylsalicylic acid), Tylenol® (acetaminophen), Motrin® or Advil® (ibuprofen), Aleve® (naproxen). If you are taking one of these medications, please take your temperature before your next dose of medication;
- Call your healthcare provider before going to the clinic or hospital;
  - Calling first will help the clinic or hospital prepare to greet you and take care of you in the safest possible way. It may be recommended that you stay home and monitor your symptoms;
• Seek prompt medical attention if your illness is worsening (for example, shortness of breath or difficulty breathing);
  o Before seeking care, call your healthcare provider;
  o Put on a facemask that covers your nose and mouth before you enter any facility or emergency vehicle. After you put on the facemask, clean your hands with soap and water or alcohol-based hand sanitizer;
• If you are diagnosed with COVID-19, separate yourself from other people and animals in your home;

Source Document:
https://www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations/PersonsWhoareatHigherRiskforSeriousIllness

Screening Form and Policies
All Olympic College employees, students, and visitors must complete the self-certifying screening process prior to entering their work and/or instructional space. The self-certifying screening forms are based off of guidance provided by the Washington State Department of Health, and more information on employee and visitor screening can be found here:
https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf. This will be accomplished via the online COVID-19 Screening Form(s) available on the Olympic College website. A link to these forms, can be found here:

• Employees - https://olympic0.sharepoint.com/sites/OCExternal/IT/support/SitePages/COVID-19-SCREENING-FORM-LINKS.aspx
• OC Bremerton Students - http://oc-it.info/BremStudentsC19Form
• OC Poulso Students - http://oc-it.info/PoulsoStudentsC19Form
• OC Shelton Students - https://oc-it.info/SheltonStudentsC19Form
• Visitors and Contractors - https://oc-it.info/OCVisitor

Daily responses to the screening forms will serve as a log that will be maintained for a minimum of 6 years, as specified in the record retention schedules.

Screening Pass/Fail Criteria
The self-certifying screening form is a "pass"/"fail" document. If an individual answers "yes" to any of the COVID-19 health screening questions (for employees and contractors/visitors, those are questions #3-#6, and for students, those questions are #10-#13), then they "fail" the screening process for the day and are not allowed on campus until they meet the return to work requirements listed in this document.
**Guidance for a Failed Screening**

The following is the Washington State Department of Health guidance for an individual who responds 'yes' to a health/symptom check question on the daily screening form:

- **Question:** Do you have any of these symptoms that are not caused by another condition?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Recent loss of taste or smell
  - Sore Throat
  - Congestion
  - Nausea or vomiting
  - Diarrhea
  - If yes – Call your healthcare provider for further instructions, including any recommended COVID-19 testing.

- **Question:** Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-19-like symptoms?
  - If yes – It is recommended that you get tested for COVID-19, but no sooner than 48 hours after exposure, and Quarantine at home or other site until 14 days after last exposure.

- **Question:** Have you had a positive COVID-19 test for active virus in the past 10 days, or do you have a pending COVID-19 test?
  - If yes – because you have a positive COVID-19 test, then isolate at home or other site until you meet the return to work conditions described in this document.
  - If yes – because you have a pending COVID-19 test, then quarantine at home until the results of the test are known at which time follow the return to work guidance described in this document based on the test results.

- **Question:** Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
  - If yes – Follow the advice of your healthcare provider on self-monitoring, self-isolating, self-quarantine, prior to returning to work.

**Additional Screening Form Guidance**

- Students and employees are encouraged to conduct regular temperature checks at home and prior to coming to campus.
- Employees who have been sick, with or without COVID-19, may stay home without a doctor’s note.
- Failure of employees, students, or contractors/visitors to self-screen or provide accurate and honest information may result in being sent home or further disciplinary actions.

**Proclamation 20-46.2 and Accommodations to High Risk Workers**

According to the CDC, high-risk/vulnerable communities are persons 65 years and older and persons of all ages with underlying medical conditions. Employees who considered high risk and 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. For these 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 employees will work with their supervisors and Human Resources for accommodations to their work schedule, site or other circumstances, discuss telework and other possible accommodation to reduce the risk of exposure.

**Refusal to be Screened:**

If an employee, student, or visitor to Olympic College Campuses refuses to participate in the self-certifying screening process, they will not be allowed access to Olympic College facilities.
Employee, Student, Visitor, or Family Member Illness

Developing Any Symptoms of Illness While on Campus - No Positive COVID Test

If an employee, student, or visitor arrives on campus and develops symptoms of illness, they must immediately inform their supervisor/instructor, Human Resources, and/or COVID-19-questions@olympic.edu. The supervisor or instructor will also notify Human Resources and/or COVID-19-questions@olympic.edu to ensure the incident is timely and accurately reported so that any appropriate response protocols may be initiated. The ill individual will be asked to leave campus immediately, and if they are unable to do so, they will be placed in a private room for quarantine and asked to wear their face mask until they are able to do safely. They will need to stay home until they meet the requirements to return to campus.

Rooms identified for quarantine on each campus are:

- OC Bremerton – Building 3, Room 138
- OC Poulsbo – Modular P1, Room 001
- OC Shelton – Room 112

Developing Any Known Symptoms of COVID-19 While Off-Campus - No Positive COVID Test

Individuals who have recently been on campus and develop symptoms of illness should inform their supervisor/instructor, Human Resources, and/or COVID-19-questions@olympic.edu. The supervisor or instructor will also notify Human Resources and/or COVID-19-questions@olympic.edu to ensure the incident is timely and accurately reported so that any appropriate response protocols may be initiated. The ill individual will be asked to self-isolate and not return to campus until they meet the Return to Work requirements for an individual with COVID-19 like symptoms. If, at any point, the individual tests positive for COVID-19, they must follow requirements in this plan for an Employee/Student/Visitor with a Confirmed Positive COVID-19 Test.

Close Contact with an Individual who Tests Positive for COVID-19

For COVID-19, the CDC defines close contact as: "Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated." Individuals who have been in close contact with someone who has tested positive for COVID-19 while on an Olympic College Campus or participating in an Olympic College sponsored activity will be notified by the College and provided with further instruction and guidance. (NOTE: Per the CDC, you are still deemed to be a close contact even if you were wearing a cloth face covering while within 6 feet of an infected person).
If an employee or student has close contact with an individual who tests positive for COVID-19 (e.g., a family member at home, cohabitant, or other any other individual they have come in close contact with), and they are not wearing appropriate Personal Protective Equipment (PPE) for the interaction, then they should notify their instructor/supervisor, Human Resources, and/or COVID-19-questions@olympic.edu immediately, and indicate as such on the appropriate daily screening form. The supervisor or instructor will also notify Human Resources and/or COVID-19-questions@olympic.edu to ensure the incident is timely and accurately reported so that any appropriate response protocols may be initiated. The individual will be advised to stay home (self-quarantine) and avoid public places for 14 days, and to keep track of their health for signs of fever, cough, trouble breathing, and other COVID-19 symptoms for 14 days after the last day they were in contact with the sick person.

Employee/Student/Visitor with a Confirmed Positive COVID-19 Test

Any employee, student, or visitor (including contactor) who has a laboratory-confirmed case of COVID-19 is expected to notify their supervisor/instructor/point of contact (for contractors), Human Resources, and/or COVID-19-questions@olympic.edu and will be required to self-isolate per local public health guidelines. The supervisor or instructor will also notify Human Resources and/or COVID-19-questions@olympic.edu to ensure the incident is timely and accurately reported so that any appropriate response protocols may be initiated. More information from the Washington State Department of Health on COVID-19 exposure can be found here:


Olympic College will notify the Kitsap Public Health District upon notification of a confirmed positive test by a student, employee, or visitor who has been to an Olympic College facility or event less than 48 hours before symptom onset, and will take the additional mitigation steps they recommend, if any. The identity of any employees, students, or visitors/contactors who test positive for COVID-19 will be kept confidential as it relates to college operations; however, that information may be shared with the Kitsap Public Health District upon request. Those who were determined to have been in close contact with the sick individual will be notified in coordination with the Kitsap Public Health District. The College will notify employees who have been in close contact with the individual while on campus or at a college event, and Kitsap Public Health District will notify individuals based on their own contact tracing efforts. Olympic College will follow the procedures recommended by Kitsap Public Health and the CDC regarding contract tracing/notification, self-isolating, return to work requirements of the employee.
Employee/Student Return to Campus

An ill student or employee is eligible to return to College facilities once they meet the return to work requirements outlined below.

Per Department of Health guidance, an employee may return to work when:

1. If you **tested positive** for COVID-19 and **have symptoms**:
   - You have been fever-free for at least 24 hours without the use of fever-reducing medication;
   - **AND** Your symptoms have gotten better;
   - **AND** at least 10 days have gone by since your symptoms first appeared, or at least 10 days have transpired since diagnosis if you are asymptomatic.

2. If you **tested positive** for COVID-19 but **have not had any symptoms**, you can stop your home isolation when:
   - At least 10 days have gone by since the date of your first positive COVID-19 test; **AND**
   - You have not gotten sick with COVID-19.

3. If you **tested negative** COVID-19 test but **have symptoms**, you can end your home isolation when:
   - You have been fever-free for at least 24 hours without the use of fever-reducing medication; **AND**
   - Your symptoms have gotten better; **AND**
   - At least 10 days have gone by since your symptoms first appeared.


Confirmation of a COVID-19 Case on Campus

When it has been confirmed that a case of COVID-19 has been on campus, regardless of community transmission, Olympic College will:

- Inform the Kitsap Public Health District through their School Reporting Hotline at 360-728-2009.
- Communicate with students, staff, and faculty, as appropriate, to share the possible COVID-19 exposure and decisions made in relation to the exposure;
  - Additionally, targeted messaging will be made to the sick individual, as well as anyone deemed to meet the definition of a "Close Contact."
- The area(s) that the infected/confirmed positive individual occupied will be cleaned and disinfected thoroughly, as outlined under the Custodial Procedures section of this plan.

When it has been confirmed that a case of COVID-19 has been on campus, and there is evidence or suspicion of community transmission, Olympic College will:

- Inform the Kitsap Public Health District through their School Reporting Hotline at 360-728-2009.
• Coordinate with local health officials immediately. These health officials will help determine the appropriate course of action, such as the need for cancellation of classes and closure of buildings and facilities, if any;
• Make decisions, via the Emergency Operations Center and Executive Team, in conjunction with local health officials, about extending class suspensions and/or event and activity cancellations;
• Implement strategies to continue education and other support activities for students;
• **NOTE:** In the case where a confirmed COVID case effect 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;

**Employee Travel**
Non-essential travel by Olympic College Employees, for the purposes of College business, should be avoided. All travel must be pre-approved by the employee’s supervisor.
COVID-19 Communications/Operations Decision Tree

This decision-tree provides general guidance for responding to students and employees regarding COVID-19 in accordance with the Olympic College Safe Back to School Plan. The actual response is subject to change based on the specific situation. If you are informed of a confirmed case of COVID-19 or a student/employee who is ill and has questions, email: COVID-19-questions@olympic.edu, and a team member will respond.

<table>
<thead>
<tr>
<th>Status</th>
<th>COVID-19 positive</th>
<th>COVID-19 symptoms, no positive test</th>
<th>Close contact with COVID-19 positive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Guidance</strong></td>
<td>Notify Instructor or Supervisor, Human Resources, and/or <a href="mailto:COVID-19-questions@olympic.edu">COVID-19-questions@olympic.edu</a>. Facilities to implement response protocols as documented in Safe Back to School Plan. College will contact Kitsap Public Health Department to report the positive case. For more information, see: Confirmation of a Confirmed COVID-19 Case on Campus.</td>
<td><strong>On-Campus</strong>: Notify Instructor or Supervisor, Human Resources, and/or <a href="mailto:COVID-19-questions@olympic.edu">COVID-19-questions@olympic.edu</a>. Facilities to implement response protocols as documented in Safe Back to School Plan. <strong>Off-Campus</strong>: Ill individual should contact their healthcare provider to determine if a COVID-19 test is needed and notify Instructor or Supervisor, Human Resources, and/or <a href="mailto:COVID-19-questions@olympic.edu">COVID-19-questions@olympic.edu</a> if they get tested. For more information, see: Developing Any Symptoms of Illness While on Campus - No Positive COVID Test.</td>
<td>Notify Instructor or Supervisor, Human Resources, and/or <a href="mailto:COVID-19-questions@olympic.edu">COVID-19-questions@olympic.edu</a>. Facilities to implement response protocols as documented in Safe Back to School Plan. The individual should contact their healthcare provider to determine if a COVID-19 test is needed. For more information, see: Close Contact with and Individual Who Tests Positive for COVID-19.</td>
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</tbody>
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| **Communications Guidance** | • Message to students and employees directly affected.  
• Message to all students and employees.  
• Do not share confidential information, i.e. names.  
• See corresponding boilerplate responses below. | • Message to students and employees directly affected only.  
• Do not share confidential information, i.e. names.  
• See corresponding boilerplate responses below. | • Message to students and employees directly affected only.  
• Do not share confidential information, i.e. names.  
• See corresponding boilerplate responses below. |
| **Return to work/school Guidance** | • You have been fever-free for at least 24 hours without the use of fever-reducing medication;  
• **AND** Your symptoms have gotten better;  
• **AND** at least 10 days have gone by since your symptoms first appeared, or at least 10 days have transpired since diagnosis if you are asymptomatic. | • You have been fever-free for at least 24 hours without the use of fever-reducing medication;  
• **AND** Your symptoms have gotten better;  
• **AND** at least 10 days have gone by since your symptoms first appeared.  
**Note:** If at any point COVID-19 illness is confirmed, use the ten-day isolation guidance listed under COVID-19 positive column on this chart. | • The individual will be advised to stay home (self-quarantine) and avoid public places for 14 days;  
• **AND** to keep track of their health for signs of fever, cough, trouble breathing, and other COVID-19 symptoms for 14 days after the last day they were in contact with the sick person, and stay home for 14 calendar days after last exposure to the COVID-19 case.  
**Note:** If COVID-19 illness is confirmed, use the ten-day isolation guidance for a COVID-19 case from the onset date. |
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</thead>
</table>
| Missed work/school         | **Students:** See Student Handbook and contact professors for additional information.  
**Employees:** See [Leave & Benefit Policies](#) section of Safe Back to School plan; contact HR for additional information. | **Students:** See Student Handbook and contact professors for additional information.  
**Employees:** See [Leave & Benefit Policies](#) section of Safe Back to School plan; contact HR for additional information. | **Students:** See Student Handbook and contact professors for additional information.  
**Employees:** See [Leave & Benefit Policies](#) section of Safe Back to School plan; contact HR for additional information. |
Personal Protective Equipment

Personal Protective Equipment (PPE), as appropriate or required, for the activity being performed shall be provided by the College to employees. This may include gloves, goggles, face shields, and face masks as appropriate to the activity being performed. OSHA, WISHA, and L & I requirements shall be followed in determining appropriate PPE for employees. Students will follow the protocols of the course they are in and the instructional activities taking place.


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

Custodial Crew PPE

Custodial crew members are required to wear gloves when cleaning at all times. When there is a suspected case of COVID-19 on campus, the custodial crew will follow the recommendations of the CDC and Labor and Industries regarding additional PPE usage. Custodial employees shall wear face coverings as required by College policy and the applicable state guidelines.

Maintenance Crew and Those Who Work in High Traveled Areas

Maintenance crew members are recommended to wear nitrile gloves. Employees may wear cloth face masks at their own discretion when they are not working within 6 feet of another individual. When working within 6 feet of another individual, they will be required to wear a cloth mask. See the below section on face coverings for further information.

Insufficient Supply of PPE

If a program cannot obtain or provide the PPE required by the relevant L&I, WISHA, and OSHA requirements and those outlined in this plan, that specific program will cease all in-person activities until such PPE is available.
Face Coverings

Olympic College will supply a face covering to all employees who need one. Facial coverings must be worn by every employee, instructor, and student not working alone (with no chance of human interaction) at the location, and by all patients and clients except for those receiving esthetician services, unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.

Employees working with deaf or hard of hearing peers or students/visitors may temporarily remove masks while communicating to accommodate facial expression and lip reading. If masks are removed in these instances, physical distancing must be maintained. Clear face shields may be available for use in these circumstances when allowed by L & I regulations.

Per the Washington State Secretary of Heath Order 20-3, a face covering must:

- Fit snugly against the sides of the face;
- Completely cover the nose and mouth;
- Be secured with ties, ear loops, elastic bands, or other equally effective method;
- Include at least one layer of cloth, although multiple layers are strongly recommended;
- Allow for breathing without restriction; and
- Be capable of being laundered and machine dried without damage or change to shape.

A face covering may also be a mask or covering that provides a higher level of protection than a cloth face covering, such as an N95 mask, though people are generally encouraged to use cloth face coverings to preserve access to these higher grade face coverings for health care and other settings where they are most needed.

Exceptions to Wearing a Face Covering:

- When working in an office alone with the door closed;
- When working alone in an enclosed cab of equipment or vehicles;
- When working alone outside in fields, woods, or open area with no anticipated contact with others;

If an employee has a disability that would prevent them from wearing a face covering, they should contact Human Resources for guidance and accommodations. Students with a disability that would prevent them from wearing a face covering should contact or Access Services for guidance.
Mask Type Based on Risk Level

The following guidance is from the Washington State Department of Labor & Industries guidance on the use of Face Coverings and Respirators in the workplace and describes the appropriate mask type based on the activities' risk level.

**Negligible Risk**

Employees working alone or driving by themselves are not required to wear a cloth face covering because the risk for transmission is negligible (very low). "Alone" means the employee is isolated from interactions with others and has little or no expectation of in-person interruptions. If someone working alone has to pass another person once or twice a day, they should stay at least six feet away to maintain negligible risk. If that isn't possible, then a cloth face covering is required during passing.

**Required Mask Type: NONE**

**Low Risk**

A reusable cloth face covering is required when the risk for transmission is low. The risk for transmission is low when employee’s workaround or travel with others and stay at least six feet apart, except for briefly passing by others up to several times a day. Risk is also considered low when one or two workers provide personal services to healthy clients who also wear a cloth face covering.

**Required Mask Type: Reusable Cloth Face Covering (NOTE: There are no official guidelines regarding cloth weight for face masks used in low-risk settings.)**

**Medium Risk**

Masks are required when the risk for transmission is medium. Examples of masks include disposable dust masks used for hobbies but not approved by the National Institute for Occupational Safety and Health (NIOSH); surgical-style masks not approved by the FDA; and masks such as KN90s or KN95s approved in other countries. The risk for transmission is generally considered medium when workers stay at least six feet away from others except for several times throughout the day when the six-foot distance is broken for several minutes, and prevention measures such as physical barriers aren’t feasible.

**Required Mask Type: KN95, surgical-style mask, hobby dust mask**

**High Risk**

Respirators are required when the risk for transmission is high. Respirators for high-risk activities must be approved by the National Institute for Occupational Safety and Health (NIOSH) or by an equivalent approval body from outside the United States. Examples include elastomeric (rubber-like) half-or full-facepiece respirators with cartridges, tight or loose-fitting powered air-purifying respirators (PAPRs) with particulate cartridges, and filtering facepiece N-, R-, or P-95s to 100s (when supplies allow). The risk for transmission is considered high when employees work or travel within three feet of others for more than 10 minutes an hour many times a day, and other prevention measures aren’t feasible.
Risk is also considered high when workers:

- Clean and sanitize areas recently occupied by someone with known COVID-19 illness.
- Provide services in residences of clients with known COVID-19 illness.
- Perform procedures that aerosolize saliva, mucous, or secretions from eyes; or that cause increased or forced breathing, coughs, sneezes, or yawning.

**Required Mask Type:** N95 filtering facepiece

Further guidance regarding facial covering and mask usage can be found at the Labor and Industries site here: [https://www.lni.wa.gov/forms-publications/F414-168-000.pdf](https://www.lni.wa.gov/forms-publications/F414-168-000.pdf)
Social Distancing

General
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, whenever possible, while on campus;
- If six feet of spacing cannot be maintained, physical non-permeable barriers may be used. Additional engineering and administrative controls may be used as well;
- Students/faculty/staff will be provided with personal protective equipment as required or appropriate;
- Students are encouraged to enter each building and go directly to their instructional location;
- Loitering in halls is discouraged. Study areas may be used provided the furnishings can be properly set up for social distancing. If not, those areas will be closed;
- At the end of each instructional session, students should be encouraged to directly exit the building and return to their cars;
- Students may wait outside if proper distance is maintained; and
- Buildings will have access hours set and enforced by the College. Employees should not be on campus outside of the operating hours.

- To control and monitor social distancing, the following methods may be used:
  - Staggered start times;
  - Working in shifts to split large groups into smaller groups;
  - Allowing only one group at a time in a given space;
  - Controlled entry into buildings;
  - Controlled traffic patterns (i.e. one-way path of travel); and
  - Social distancing markers on the floor in areas where congregation may occur.

Gatherings and In-Person Class Size
Currently, there are no class size limits identified in the Governor's Proclamation 20-12.1 – Higher Education Fall 2020. However, social gatherings are limited to the specified maximums in the current Washington State Phased Reopening Guidelines, which vary by county, and are:

- Phase 1 – No Gatherings;
- Phase 2 – Gather with no more than 5 people outside your household per week;
- Phase 3 – Gatherings with no more than 10 people;
- Phase 4 – Gatherings with >50 people allowed;
Group sizes for in-person instructional activities will primarily be determined by the available space within the identified instructional setting. In most cases, instructional spaces can accommodate a minimum of 12 to a maximum of 16–20 students, with the largest spaces handling 20 to 30 students.

Gatherings will be prevented by taking breaks outside and in shifts, as needed. During breaks, strict adherence to social distancing, including maintaining a 6-foot separation between individuals, is required.
Campus Spaces and Choke Point Mitigation

Campus spaces, choke points, and high-risk locations will be identified with signage and managed as indicated below.

Floor Marking Tape and Decals

**Solid Yellow Tape:** Indicates walkways. In most hallways, traffic flow is on the right side of the hallway. Students and employees should cross over only when entering a room. In limited areas, walkways will be between yellow lines to guide persons through the space.

**Yellow and Black Stripes:** This indicates an area to be kept clear or not to be crossed for health and safety reasons. In some hallways, areas that are delineated with yellow and black stripes across the hall indicate a do not cross the barrier, usually in conjunction with one-way traffic. It also is used to indicate areas where only one person may be at a time. If a discrete area is delineated, do not place objects within this area or remain in the area.

**Solid Red Tape:** Any equipment or seating behind a solid red line is not available for use. It can be considered to be "Red Tagged."

**Red and White Stripes:** This designates areas that must be kept clear for fire safety (egress, access to fire equipment, alarms, etc.).

**Decals:** Floor decals have been placed to indicate where people should stand in queues, traffic flow directions, and in areas marking where not to enter a building.

**Classrooms:**
- Classrooms will have seating spaced 6 feet apart;
- Some classrooms may not be available;
- Non-permeable barriers may be set up if necessary or if 6-foot separation is not practical;
- Floor markings may be placed on the floor or on desks/tables in classrooms to identify where students should stand or sit;
- Facilities Services will set up the classrooms to comply with the distancing guidelines; re-arrangement of furniture shall be prohibited;
- Classrooms with two doors may have one designated as an entrance only and one as an exit only;
- Best practices include having the door be opened by the instructor using an approved doorstop at the beginning and end of class periods with the door closed at all other times. If automatic hold opens are installed, they should be used. The doorstops should not be left in the doors to comply with the fire code.
Hallways:
- Furniture may be removed or cordoned off to prevent gathering;
- Hallways may be designated as one-way traffic;
- Signage will be placed to encourage movement. Employees, students, and visitors are expected to follow one-way hallway arrows and signage;
- Hallway traffic will keep to the right of the hallway; floor lines may be placed to indicate traffic flow as described above;
- Other measures to ensure social distancing may be enacted as needed;

Labs (including Computer Labs):
- In laboratory spaces, the laboratory technician/instructor will be responsible for ensuring spacing is planned and maintained according to the social distancing requirements of this plan;
- Facilities will assist with floor markings and identifying walkways;

Offices:
- Floor layouts of office spaces may be changed to assure social distancing;
- Physical barriers may be put in place in areas where social distancing is not possible or members of the public frequent the area and social distancing is not possible;
- Private office doors should be kept closed. This provides a physical barrier to allow hallway traffic;
- Traffic routes through office areas should be established to ensure distancing is maintained. This should be determined by the departmental supervisor;
- Alternating work shifts are recommended for shared offices where distancing and engineering controls are not practical;
- All work that can be done remotely should continue to be performed remotely.

Conference Rooms:
- Conference room utilization should be severely limited due to the requirements of social distancing. Conference rooms should be used for one on one meetings when office space is insufficient to permit social distancing and face to face is unavoidable. Most conference rooms can hold no more than 4 persons, some only 2. These rooms must be scheduled through room scheduling and will be kept locked when not in use;
- Meetings should be conducted online via Microsoft Teams or ZOOM whenever possible, even when all attendees are on campus. In-person meetings should be avoided.
**Break Rooms:**

- Occupancy of Break Rooms, kitchens, and lounges is severely limited due to social distancing. Olympic College recognizes that having such an area available for employees is beneficial to everyone at Olympic College;
- Breakrooms will not be closed and have been kept on full-service schedule for custodial services throughout the pandemic.
- Seating may be reduced or re-arranged to comply with social distancing requirements.
- Breaks should be staggered to avoid too many people in the break areas at the same time. Employees should wipe down microwaves and countertops after they use the area with an approved disinfectant.

**Restrooms:**

- Restrooms on campus will be open and are monitored daily by Custodial Services;
- If they have been used, they will be cleaned according to custodial services procedure. If no usage has occurred, the toilets are to be flushed and water run in each sink.
- Masks/facial coverings are to be worn in all public areas, including the restrooms;
- People should be respectful of each other and should step outside until someone vacates the space if all available stalls/urinals are in use;
- Stalls act as a physical barrier between persons and closure of stalls will not occur;
- Urinals may be closed to ensure proper distancing;
- Custodial Services will fully clean the restrooms once per day. Increasing cleaning frequency would result in a reduction in service elsewhere. It is recommended that people follow normal hygienic practices in public restrooms, as this has been shown to be effective in preventing disease transmission. These practices include:
  - Don't touch your face or hands while using the facilities;
  - Don't use your phone (Cell phones are some of the most biologically active devices we have on our persons);
  - Wash your hands after using the restrooms;
  - Use a paper towel to shut off the faucets;
  - Use the restroom as needed in an efficient manner;
- Cleaning wipes should not be placed in toilets. They damage the plumbing.
Sanitation and Cleanliness

Locations for Washing Hands and Sanitizing

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

All students and employees are encouraged to wash their hands regularly:
- Before and after using the restroom;
- Before and after eating;
- After coughing, sneezing, or blowing their nose; and
- At every glove/PPE change, if appropriate;

Restrooms

Restrooms located on each floor in campus buildings will be the primary source and location for handwashing stations. Restrooms that are identified as being used for a work area or instructional activity will be cleaned and refreshed with supplies daily by Custodial Services. All restrooms and handwashing stations will be equipped with social distancing decals and signs, along with handwashing instructions.

Portable Hand Washing Stations

Currently, there is no identified need for Portable Hand Washing Stations 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). The EOC will determine the appropriate type and location for portable handwashing stations if deemed necessary.

Hand Sanitizer

Olympic College has installed hand sanitizer dispensers at building entrances and in public and heavily trafficked areas of buildings. Olympic College will provide in public areas a benzalkonium chloride-based hand sanitizer that offers greater interoperability with different delivery methods. The legacy ethyl or isopropyl alcohol-based sanitizers (with at least 60% alcohol) will continue to be supported as supplies are available. Hand Sanitizers do not substitute the need for proper handwashing, and the use of hand sanitizer will not be required unless it is an industry standard for the activity being performed. Due to the low usage and high failure rates, the College is moving toward no longer equipping individual classrooms with hand sanitizer dispensers.
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;
- All healthcare settings (real and simulated) will have Facilities Supported dispensers using the alcohol-based product as per CDC regulations;

Disinfectants and Supplies

Disinfectants are regulated by the Environmental Protection Agency. Olympic College will provide disinfectants for use in areas and locations where work or instructional activities are 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 product should be used according to the manufacturer's recommendations. Paper towels or microfiber towels will be provided for use with these disinfectants. No other disinfectants may be used by individual departments or programs unless approved by Facilities. Disinfectants should be listed by the EPA and must be properly labeled.

Cleaning Wipes

Cleaning wipes (Oxivir TB) are provided primarily for use by Information Technology (IT) for use in decontaminating equipment. Other programs also may be supplied wipes as needed and only if available supplies can support their usage. Due to their short supply, not all locations are being provided cleaning wipes. Spray disinfectants should be used whenever possible. Clorox/Lysol wipes may be used if available, but effectiveness requires 10-minute dwell time. These should not be used in conjunction with any other disinfectants.

Cleaning wipes will also be provided for use in college vehicles to disinfect between drivers.

Shared Tools and Equipment

Any tool or equipment used by more than one individual must be sanitized between users. Disinfectants, which may include cleaning wipes, will be supplied by Custodial Services and should be used as directed. The primary disinfection/sanitization of shared tools or equipment is the responsibility of each department or program to complete. The use of disposable gloves, where safe, is encouraged.
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 following industry best practices. These spaces include:

- Classrooms;
- Instructional and Computer Labs;
- Public areas;
- Copier areas;
- Shared kitchen areas;
- Break areas; and
- Restrooms;

Private offices are to be excluded from daily custodial cleaning, and the cleaning of which will be the responsibility of the occupant. These areas will be supplied with disinfectant and microfiber towels for the occupants to perform their own routine disinfection. Employee Personal Workspace Cleaning training is available and will be offered for employees working on campus.

Trash cans should be placed in hallways or areas designated by custodial services as gathering points for service, if they need to be emptied.

*High touch surfaces have been identified to 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;

Cleaning Frequencies

Unoccupied Buildings: All unoccupied buildings will receive a one-time, detailed deep cleaning and disinfection using EPA-registered disinfectants. Routine custodial cleaning along with the enhanced cleaning frequency will resume once the buildings are occupied again.

Occupied Buildings: In addition to routine custodial cleaning, cleaning frequency has been increased to clean and disinfect common areas and commonly touched surfaces in occupied buildings. Touchpoints such as entrance handles, handrails, elevator buttons, tables, restroom stall handles/doors are being cleaned at least once daily, five days a week, using EPA-registered disinfectants. Some areas of the campus, specific to the operation, clean to the standard of their department or unit’s operational needs.

As more employees and students return to campus, increasing the frequency of high touch points in buildings may be necessary. This includes the following:
- Restrooms servicing/touch point cleaning;
- Public entry area touch points;
- Other areas determined by Facilities to be in need of additional servicing;

Custodial Training

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

General Protocols
- Custodial staff are to complete the required screening before commencing work daily;
- Custodians will adhere to social distancing requirements whenever possible and wear the required facial coverings when they are unable to maintain the 6 feet distancing;
- Breaks may be staggered so that social distancing can be maintained;
- Custodial staff will wash their hands at every glove change and at the start and end of their shift;
- Custodial staff should not return to work until they meet the return to work requirements listed above;
- ATP testing for biofilm may be conducted on cleaned surfaces;
**Cleaning when there is not a suspected COVID-19/Normal Procedures**

Appropriate PPE shall be worn according to the recommendations of the CDC and Washington Department of Labor and Industries. Custodial Services Standard Operating Guidelines will be followed, along with frequencies set by the Custodial Services Manager.

**Cleaning when there is a confirmed case of COVID-19 on Campus**

Appropriate PPE shall be worn, according to recommendations by the CDC and Washington Department of Labor and Industries. Cleaning procedures will follow Isolation Room cleaning procedures, as shown in the Cleancheck Training System, if the area must be returned to operational status rapidly. If more than 48 hours have passed since the last instance, an infected individual has been on campus and the initial onset of their symptoms, normal cleaning procedures may be followed upon consultation with the Kitsap Public Health District, as this would not be considered as a confirmed case on campus.

Additionally:

- If a person(s) becomes ill while on campus, the areas the ill person or persons occupied may be closed for a minimum of 24-48 hours from the time that person or persons leave the area. The closure may extend up to 1 calendar week or longer if deemed appropriate;
- 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 for 24-48 hours;
- Door hangers identifying the area awaiting decontamination may be placed on the door;
- Door will be locked, and if present, the electronic lock will be set to card/pin access only;
- Custodial and other staff will be notified, as necessary, that there was a confirmed case of COVID-19 in their area and will, if appropriate, be informed of all suspected areas that the person occupied;
- PPE appropriate for the pathogen shall be worn;
- Decontamination will follow industry best practices, CDC guidelines and any recommendations of the authority having jurisdiction (such as the Washington State Department of Health or the Kitsap Public Health District);
- Decontamination may include a combination of the following means: chemical, mechanical, UV-C 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;
- Outside windows may be opened, and air circulation may be adjusted if appropriate;
- When appropriate and possible, the number of air changes per hour for the room will be increased; 100% outside air should be supplied when possible;
- 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% outside air should be supplied when possible;
• Designated personnel may conduct ATP testing for biofilm after cleaning is completed to indicate (by inference) the level of effectiveness of the cleaning process;
Leave and Benefit Policies

Olympic College's leave and benefit policies and benefits information can be found on the Human Resources website, located here: https://www.olympic.edu/staff-faculty/human-resources/policies-procedures. For any leave or benefit related questions, please contact Jacquie Curry, Deputy Director of Human Resources, at 360-475-7307 or jcurry@olympic.edu. You may also send your inquiries to HR@olympic.edu.

Applicable benefit policies include, but are not limited to:

- Vacation Benefits*
- Sick Leave Benefits*
- Family Medical Leave (FMLA)
  - FMLA Expansion & Emergency Paid Sick Leave 2020
- Shared Leave Policy
- Families First Coronavirus Response Act Notice 2020
- Unemployment Benefits

*As detailed in the Employee Handbook.

Additionally, Congress recently passed HR 6201, the Families First Coronavirus Response Act (FFCRA or Act). The two sections of the Act that impact retirement reporting are:

- Section 3101 - Emergency Family and Medical Leave Expansion Act
- Section 5101 - Emergency Paid Sick Leave Act

The Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The U.S. Department of Labor's Wage and Hour Division administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- Two weeks (up to 80 hours) of paid sick leave at the normal rate of pay – when the employee is quarantined and unable to work because of COVID-19.
- Two weeks (up to 80 hours) of paid sick leave at 2/3 rate of pay – when the employee is caring for someone else because of COVID-19.
- Up to an additional 10 weeks of paid expanded FMLA at 2/3 rate of pay – when the employee must care for child who is home because of COVID-19.

A COVID-19 Scenarios & Benefits Available Guide has been produced by the Department of Social and Human Services, partnered with the Washington Attorney General's Office and Office of Financial Management. Please see Appendix E below.
Departmental and Programmatic Provisions

All programs wanting to hold in-person instructional activities, or any department wanting to reestablish in-person services by employees who are not on the critical personnel list, are required to submit a Safe Start Plan. That plan must satisfactorily address the requirements contained in this document, Proclamation 20-12.1, and any other regulatory source as applicable to institutions of Higher Education in Washington State. A template will be made available to each program or department to aid in this process.

The Safe Start Plan must be developed in conjunction with, or under the direction of, the departmental supervisor and their respective Executive Team member. Safe Start plans are to be submitted to the Safe Start Task Force at SafeStart@olympic.edu. The Safe Start Task Force will review the plans for compliance with the Safe Back to School Plan, Proclamation 20-12.2, and all other regulatory sources as applicable to institutions of Higher Education in Washington State. After the review, and if necessary revision, process, the Safe Start Task Force will make a recommendation to the Executive Team who will be the body responsible for approving or denying the departmental or programmatic Safe Start Plans. Previously approved departmental or programmatic plans, utilizing the guidelines under Phase 2 Re-Entry, will be reviewed and updated for congruence with this Safe Back to School Plan and re-posted to the website.

Athletics

The Athletics Department will meet the requirements of this document and all other requirements specified by the NWAC (Northwest Athletic Conference) return-to-play guidelines (See Appendix C). They will be required to submit a Safe Start Plan for each sport they choose to bring back.

Food Services

At this time, food service operations have been suspended college-wide. If and when the College decides to resume food service, this plan will be updated to reflect the policies, procedures, and protocols for food service.

Residence Hall

See Appendix D for Residence Hall specific information.
Site Access and Visitor/Vendor/Contractor Expectations

Expectations for all

Failure of any employee/student/visitor/contractor to follow the procedures and policies outlined in this document will result in that person or persons being sent home or removed from campus. Repeated violations may result in administrative action, disciplinary action up to and including termination as governed by policy and appropriate bargaining agreement, or Criminal Trespass action to remove the offender[s] from campus.

The set hours of operation (8:00 am – 4:30 pm) for Olympic College facilities will be followed. Employee access outside of the official hours will require the approval of the appropriate Executive Team member (with a notification to Campus Security) and must be for essential work (i.e. Custodial, Security, Instruction, emergency responses by college personnel or contractors, etc.).

Visitors

Visitors will not be permitted. Only persons providing service and receiving a service related to the operations of the College are permitted to be in buildings or activity spaces. Employees shall not bring their children, spouses, relatives, or friends to their place of work unless that person(s) is receiving services provided by the College or providing a service to the College under a recognized contract or vendor relationship. Volunteers are not permitted inside the work or activity areas, but maybe in outdoor areas on campus provided they meet all requirements of this document.

Service Contractor & Vendor Expectations prior to arrival on campus and while on campus

Service Contractors and Vendors will be expected to submit a COVID safety plan prior to arrival on campus if they will be on campus for longer than 2 consecutive days. Each employee of the contractor or vendor will be expected to complete a health screening form prior to or immediately upon arrival on campus. All employees of contractors and vendors must abide by the face covering, social distancing, and hygiene requirements that are outlined in this plan and expected of all individuals on campus. Contractors and vendors will abide by travel restrictions in place by the State of Washington and will support contact tracing efforts.
References and Resources

Proclamations from the Governor

College Reopening Guide

Centers for Disease Control and Prevention (CDC)

Washington State Department of Health
- https://www.doh.wa.gov/Coronavirus/Workplace
- https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/HealthEducation
- https://www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations/PersonsWhoareaatHigherRiskforSeriousIllness

OSHA Guidance on Preparing Workplace for COVID-19

COVID-19 Reopening Guidance for Businesses and Workers

Safe Start Guide – Phased Reopening of Washington State Agencies

Safe Start Washington – Phased Reopening
Appendix A: Proclamation 20-12.2 Higher Education Fall 2020

PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATIONS 20-05 AND 20-12

20-12.2
Higher Education

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington State as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued several amendatory proclamations, exercising my emergency powers under RCW 43.66.220 by prohibiting certain activities and waiving and suspending specified laws and regulations, including issuance of Proclamations 20-25, et seq., which prohibited all people in Washington State from leaving their homes except to participate in certain permitted activities, within the limitations therein; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person, which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State and remains a significant health risk to all of our people, especially members of our most vulnerable populations; and

WHEREAS, during early stages of the COVID-19 pandemic, health professionals and epidemiological modeling experts indicated that the spread of COVID-19, if left unchecked, threatened to overwhelm portions of Washington’s public and private health-care system; and

WHEREAS, health professionals and epidemiological modeling experts indicated that continued normal operation of public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs could increase the spread of COVID-19 throughout Washington and would increase the threat to our residents and our health system; and

WHEREAS, many public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs recognized the risk of continued in-person classes and unilaterally moved to remote instruction or implemented alternative learning options to address physical distancing recommendations; and
WHEREAS, on March 13, 2020, I issued Proclamation 20-12 prohibiting public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs from conducting in-person classroom instruction and lectures related to all educational and apprenticeship related programs; and

WHEREAS, the prohibitions in Proclamation 20-12 expired on April 24, 2020, but public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs have remained in modified operation, including remote learning and certain programs for essential workers; and

WHEREAS, Washington’s public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs are an important part of our economy and are vital to the educational, social, and economic needs of Washingtonians; and

WHEREAS, using remote learning to replace most classroom instruction creates challenges to access for many Washingtonians; and

WHEREAS, the progression of COVID-19 in Washington State shows ethnic disparities in health impacts which are likely to increase ethnic disparities in access and success in post-secondary education requiring the State and all of our campuses and programs to understand how these challenges affect our students and to work to minimize these impacts; and

WHEREAS, although public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs have made tremendous efforts to continue to function through remote learning, returning to campus and these facilities as soon as can be safely accomplished will benefit Washington; and

WHEREAS, although the Department of Health indicates that COVID-19 is an ongoing, present threat in Washington State, health professionals predict that we can safely return to campus at our public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs in fall 2020 if appropriate safety measures are in place and if both students and personnel adhere to those measures; and

WHEREAS, the nature of COVID-19 viral transmission, including both asymptomatic and symptomatic spread as well as the relatively high infectious nature, suggests it is appropriate to physically return to campus and programs at public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs only through a science-based approach the incorporates safety, sanitation, and physical distancing guidelines; and

WHEREAS, during the initial return to campus in the fall of 2020, there have been more than 35 COVID-19 outbreaks linked to public and private institutions of higher education, and some higher education institutions have seen a substantial increase in COVID-19 positive cases that are tied to both congregate living arrangements, including fraternities and sororities, and also large social gatherings of students, thereby triggering the need to increase safety measures to address these outbreaks; and
WHEREAS, public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs will continue to need to prepare to be flexible to pivot in whole or in part to remote learning if there is an increase of COVID-19 in their county or within their educational community, or to impose or enforce additional safety measures when causes of outbreaks are identified; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim and order that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect as amended, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamations 20-05 and 20-25, et seq., continue in effect except as amended herein, to allow for a physical return in fall 2020 to campuses and programs at public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs and continued housing in fraternities, sororities, and similar congregate student housing provided certain requirements are and continue to be satisfied.

FURTHERMORE, public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs, in all phases of reopening, are prohibited from providing general instruction, to include in-person classroom instruction, lectures and similar educational gatherings, except when they implement, follow, and enforce the requirements specified below, subject to any directions, requirements, or exceptions issued by, in order of precedence, the Governor, the Secretary of Health, a local health officer, or a delegate of thereof. Higher education facilities in counties in Phase 1 or modified Phase 1 are further prohibited from operating except as allowed by local health departments in consultation with the state health department.

CAMPUS SAFETY
- Adhere to all federal, state and local public health and workplace safety requirements;
- Develop comprehensive plans (“Safe Back to School Plan”) based on the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group. The plan must meet all standards for reopening in accordance with federal, state and local health requirements (to
include Safe Start proclamations and guidance), and make available a copy of these plans at each location on campus;

- Follow state return to work guidance to include allowing work from home for operations able to be performed remotely;
- Maintain minimum physical distancing whenever possible of six feet between all on-campus personnel, including with visitors, and where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure;
- Implement and maintain frequent and adequate hand washing policies and include adequate maintenance of supplies;
- Use disposable gloves and other Personal Protective Equipment (PPE) where safe and applicable to prevent transmission on shared items;
- Implement and maintain adequate sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales);
- Implement and maintain a self-certification program through which students and personnel are asked to self-certify that they have experienced no COVID-19 symptoms since last visit to campus facility;
- If students or personnel are experiencing any known COVID-19 symptoms, require that they stay home in isolation or, as provided below, in isolation or quarantine housing provided by the institution, and safely seek COVID-19 testing or medical assessment, being careful to wear a face covering while seeking medical care and minimizing close contact with others;
- Require that students and personnel self-quarantine or isolate per local public health guidelines if they are confirmed to have COVID-19 or have been exposed to a confirmed case;
- Develop response protocols for students, personnel, and visitors reporting symptoms and/or confirmed to have COVID-19;
- Avoid non-essential travel by school personnel and require school personnel to self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the Centers for Disease Control and Prevention (CDC) or DOH (e.g., international travel);
- Follow state reopening guidelines for travel;
- Follow state guidelines for logging onsite personnel by, to the extent feasible, implementing a program to log students, personnel, and visitors;
- Provide contact information to all students/personnel to report concerns and/or potential violations of the Safe Back-to-School Plan;
- Regularly self-monitor and update the Safe Back-to-School Plan;
- Communicate the Safe Back-to-School Plan to all students and personnel including any future modifications;
- For institutions that operate residential facilities:
  - Limit the occupancy of bedrooms to no more than two residents. This limit does not apply to family members residing together. For purposes of this proclamation, “family member” means an aunt, child, cousin, domestic partner, grandchild, grandparent, parent, sibling, spouse, or uncle, whether biological, adoptive, step, foster, de facto, in loco parentis, or by guardianship. Those sharing a bedroom are not required to wear face coverings when they are in their bedroom, unless a visitor is present, and they are
not required to maintain physical distancing from one another in or out of their bedroom;

- Limit gatherings in residential facilities as follows:
  - A gathering in a bedroom must be limited to the two people who reside in the room and one visitor at a time;
  - A gathering in a residential unit, outside of a bedroom, must be limited to five people at a time, and only one such gathering may occur in a residential unit at a time;
  - A gathering in a residential facility, outside of a residential unit, must be limited to five people at a time in any one room;
  - A gathering in a residential facility, outside of a residential unit, may exceed the limit above if it is for educational purposes and is authorized by the institution, subject to any requirements imposed by the local health officer or DOH;
  - All people gathered must wear face coverings and maintain physical distancing of at least six feet, except as otherwise provided herein or in Order of the Secretary of Health 20-03.1, and any subsequent amendments thereto;
  - Furniture must be moved, gathering spaces must be modified, and attendance must be limited to accommodate the required physical distancing of those gathered. If a gathering space cannot accommodate physical distancing, it must not be used;
  - Family members who reside together are exempt from the above limits on gatherings in bedrooms, residential units, and residential facilities. Family members who reside together may gather anywhere in a residential facility with up to two visitors. Family members who reside together must maintain physical distancing of at least six feet from visitors, but not from one another, when gathered. They must also wear face coverings when gathered with visitors anywhere in a residential facility and when gathered outside the residential unit with or without visitors, except as otherwise provided in Order of the Secretary of Health 20-03.1, and any subsequent amendments thereto;

- Provide isolation and quarantine housing and support services as follows:
  - The institution must provide isolation and quarantine housing and support services to any campus personnel who live in institution-provided housing, any residential student, and any non-residential student who lives in shared housing in proximity to campus who needs to be isolated or quarantined pursuant to this proclamation and cannot be safely isolated or quarantined in their usual place of residence;
  - The institution must provide prompt access to isolation or quarantine housing and support services when informed by personnel or a student that they meet the above criteria for such housing;
  - The institution may charge students and personnel for the costs of providing housing and support services consistent with its policies on institutional aid for students demonstrating financial need and policies on fee waivers;
  - Isolation housing must be sufficiently separated from quarantine housing so that isolated individuals and quarantined individuals can avoid coming into close
contact or using the same spaces or facilities in the housing. Isolation housing must not share a ventilation system with quarantine housing;

- Support services are those services required to meet the individual’s daily needs, including, but not limited to, food and drink, basic supplies, health monitoring, and internet access and other appropriate means of communication;
- The institution must inform all personnel and students of the availability of and directions for obtaining needed access to isolation and quarantine housing:
  - Make diligent efforts to monitor and enforce compliance with the requirements of this proclamation by students and personnel within the institution’s disciplinary authority and procedures and any other applicable authority;
  - Make diligent efforts to arrange for local law enforcement agencies with appropriate jurisdiction to patrol the areas surrounding the campus and enforce the legal requirements imposed by state and local officials limiting the size of gatherings, requiring the wearing of face coverings, requiring physical distancing, and imposing other obligations intended to control and prevent the spread of COVID-19;
  - For institutions with police forces, undertake the patrol and enforcement activities described above in areas within the police force’s jurisdiction; and

- For institutions that do not operate residential facilities, develop a plan with the relevant local health jurisdiction to address the isolation and quarantine needs of any personnel and students who have confirmed or suspected COVID-19 or exposure to an individual confirmed to have COVID-19 and are unable to isolate or quarantine in their usual place of residence.

**STUDENT AND PERSONNEL SUPPORT**

- Adhere to state and federal law for health and workplace safety during COVID-19 including state “Safe Start” guidance and State Department of Labor & Industries guidelines;
- Provide students and personnel with PPE such as gloves, goggles, face shields, and/or masks as appropriate or required for students/personnel not working alone (e.g. any public-facing job and/or those whose responsibility includes operating within physical distancing limits of six feet), and shut down or suspend any activity if PPE cannot be provided;
- Require students, visitors, and other non-employees to wear face coverings on institution property as required by Order of the Secretary of Health 20-03.1 and any subsequent amendments thereto;
- Identify available alternative arrangements for students and personnel upon requests or refusals to work due to concerns related to campus safety. Priority should be given for students/personnel who are considered high-risk or vulnerable as defined by public health officials; following state guidelines (to include Safe Start guidance) for COVID-19 scenarios and benefits; and
- Educate students and personnel on symptom detection, sources of high risk to COVID-19, prevention measures, and leave benefits/policies (e.g., UI for personnel that need to self-quarantine); following any education requirements for employers per state COVID-19 Safe Start plan.
VISITOR EXPECTATIONS

- Limit or prohibit visitors; and
- Post visible entry point signage for students, personnel, and visitors describing shared on-campus responsibilities, to include guidance regarding proper hygiene and sanitization, physical distancing and PPE guidance, staying home if feeling sick, information on how and when to report concerns, and other information as appropriate or required.

FOOD SERVICES

- Follow Washington State reopening guidelines for restaurants, except as provided below;
- Limit capacity of the dining area to no more than fifty percent and enforce such limit (e.g., enforced at point of entry with clickers);
- Allow only those who share a bedroom and family members who reside together to be within six feet of one another while dining. For purposes of this proclamation, “family member” means an aunt, child, cousin, domestic partner, grandchild, grandparent, parent, sibling, spouse, or uncle, whether biological, adoptive, step, foster, de facto, in loco parentis, or by guardianship. For purposes of this proclamation, members of a fraternity, sorority, or similar organization are not family members by virtue of their membership in the organization. An institution may provide authorization to the members of a university-sanctioned cohort of up to five persons to be within six feet of one another while dining, provided that the members are separated by physical barriers to prevent droplet spread. Those who share a bedroom and family members who reside together are not required to be separated by physical barriers;
- Implement floor markings to promote physical distancing;
- Post signs to remind students/personnel of physical distancing, PPE requirements, and to use hand sanitizer;
- Complete routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sales);
- Restrict cash payments; allow payments only by card or contactless payment, and
- Require all patrons to wear cloth face coverings except while eating.

FURTHERMORE, because higher education student congregate living settings have experienced multiple outbreaks of COVID-19 and present an ongoing serious risk of subsequent outbreaks, fraternities, sororities, and other organizations that provide higher education student congregate housing that is similarly organized and administered are prohibited from providing housing to higher education students or any other individuals unless they implement, follow, and enforce the requirements specified below inside their houses and, for fraternities and sororities, require any members who live together in live-out, annex, or alternate properties outside of their main houses to implement, follow, and enforce such requirements in such properties, subject to any directions, requirements, or exceptions issued by, in order of precedence, the Governor, the Secretary of Health, a local health officer, or a delegate thereof. Fraternities, sororities, and other organizations that provide higher education student congregate housing that is similarly organized and administered are exempt from the prohibition set out in Proclamation 20-19, et seq., including 20-19.4 Evictions and Related Housing Practices, to the extent it would preclude discontinuing providing housing to residents due to a violation of the requirements of this proclamation.
Residents must always wear face coverings inside the house when they are outside their bedrooms and otherwise comply with Order of the Secretary of Health 20-03.1, and any subsequent amendments thereto;

No more than five visitors may be on the premises, including in the house or on the outside grounds, at any given time, regardless of the Safe Start Phase of the county in which the residents are located. Subject to this limit of five visitors on the premises at a time, residents may gather with only the number of people per week authorized in the Safe Start Phase of the county in which they are located (currently five non-household members in Phase 2 and ten non-household members in Phase 3). A record of those visiting, including name, date, time in and out, and mobile phone number, must be maintained for 30 days from the date of visit, and is to be made available upon demand to public health officials for purposes of conducting outbreak investigations or case investigation and contact tracing. While on the premises, visitors must be required to wear face coverings in compliance with Order of the Secretary of Health 20-03.1, and any subsequent amendments thereto;

Bedrooms or other sleeping quarters must be limited to an occupancy of no more than two residents of the house. Those sharing a bedroom or other sleeping quarters are not required to wear face coverings in their bedroom or other sleeping quarters, unless a visitor is present, and they are not required to maintain physical distancing from one another in or out of their bedroom or other sleeping quarters, but are required to wear a face covering, unless eating;

No more than five people, whether residents, visitors, or a combination thereof, may gather in any one room in a house at a time. Groups of up to five people may gather in different rooms within a house. Gatherings in bedrooms or other sleeping quarters must be limited to the two people who reside in the room and one visitor. Those gathered must wear face coverings and maintain physical distancing of at least six feet;

Sanitization of high-touch surfaces and shared resources must be completed daily;

A person must always be on the premises who is responsible for actively monitoring compliance with and enforcing the requirements of this proclamation. The identity and contact information of this individual must be promptly and regularly reported to the associated higher education institution. The fraternity, sorority, organization, and higher education institution must promptly provide this person’s information to public health officials upon demand;

A disciplinary process must be implemented for those who refuse to comply or are repeat offenders; and

Residents who are confirmed or suspected of being infected with COVID-19 or are close contacts of someone who is infected with COVID-19 must not be automatically required to leave the house. Plans must be made and implemented to safely quarantine those who are close contacts and safely isolate those who are confirmed or suspected of being infected with COVID-19. Residents must be isolated or quarantined in the house, unless it would be unsafe to do so. If safe quarantine or isolation is not possible in the house, the fraternity, sorority, or organization must make arrangements with the higher education institution with which it is associated to provide isolation and quarantine facilities and wraparound services for their residents.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support
implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

As a result of this event, I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of the Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5). A fraternity, sorority, or other organization that provides higher education student congregate housing that is similarly organized and administered that violates the requirements of this proclamation may be subject to adverse action by their governing body or associated higher education institution and may be ordered by a local health officer or the Secretary of Health to take corrective action or to close their house.

Signed and sealed with the official seal of the state of Washington on this 20th day of October, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/

Jay Inslee, Governor

BY THE GOVERNOR:

/s/

Secretary of State
Appendix B: Campus Reopening Guide

Campus Reopening Guide

Higher Education Re-Opening Workgroup

Commented by:
State Board for Community and Technical Colleges
Council of Presidents
Independent Colleges of Washington

Principles and Guidance

Washington is home to some of the best colleges and universities in the nation. In these challenging times, we have found partnership and great strength in collaboration across levels and sectors of higher education. The Higher Education Leaders Re-Opening Work Group represents that partnership, and together we speak for 50 higher education institutions across the state of Washington, educating more than 50,000 students.

June 17, 2020

Te Emerson Jay bills
Leader higher Education Re-Opening Work Group

We know that you, as we do, that Washington is home to some of the best colleges and universities in the nation. In these challenging times, we have found partnership and strength in collaboration across levels and sectors of higher education. The Higher Education Leaders Re-Opening Work Group represents that partnership, and together we speak for 50 higher education institutions across the state of Washington, educating more than 50,000 students.

Since the earliest days of COVID-19 pandemics, we have been guided by our commitment to our students and your support for the health and safety of higher education as an essential industry enabling us to remain open while maintaining the health and wellbeing of our students. The state’s social, economic, and cultural wellbeing, and the recovery depends upon the education, research, and public service we provide.

In order to build a comprehensive and collaborative framework, we have engaged in frequent and ongoing discussions with the deans, chancellors, and other leaders across the state. We have also worked closely with the Washington State Board for Community and Technical Colleges and the Washington State Council of Presidents to develop a framework that would serve as a road map for higher education institutions.

Each day, our higher education institutions fulfill our mission to prepare students of all ages and backgrounds for their future endeavors, emphasizing the benefits of the collaborative higher education environment. Our institutions are dedicated to creating a safe and healthy learning environment for all students, faculty, and staff.

Higher education institutions in Washington are also key economic drivers of communities across the state. The reopening of higher education institutions will help in the economic recovery of the state of Washington and the state’s economic and educational infrastructure, as well as in terms of economic support for the state and providing Washington employers with the highly skilled talent that they need to recover and thrive. It is critical to ensure equitable outcomes and mitigate any disproportionate impacts on an uneven population.

In a COVID-19 environment, we are the higher education institutions in the state of Washington and take:

- Promote safe and healthy environments for both the students and teachers in our surrounding communities and campuses for all our students, staff, and faculty.

- Ensure equitable outcomes for all students, staff, and faculty.

- Maintain safe and healthy learning environments for all students, staff, and faculty.

- Support the economic recovery of the state of Washington.

- Ensure the continued success of the state’s economy.

- Support the continued success of our communities.

- Support the continued success of our state.

- Support the continued success of our nation.

- Support the continued success of our world.

- Support the continued success of our planet.

- Support the continued success of our galaxy.

- Support the continued success of our universe.

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**Principles and Guidance**

- Partner with public health officials to ensure our schools are properly equipped with personal protective equipment and other health and safety protocols.
- Use data and science-driven decision-making to make informed choices and prepare in the face of uncertainty.
- Ensure detailed implementation plans that meet the needs of each school's unique community, environment, and that can adapt to changing circumstances.

We recognize that each campus is different—varying by size, geographic location, mission, role of academic programs—and those specific factors inform the best decisions. In some cases, we are looking to unlock new thinking on our decision-making process and contingency planning as we prepare for different possible scenarios going forward, taking into account:

- Effective use of space for learning, while maintaining health and safety protocols.
- Healthcare capacity measures in terms of testing, personal protective equipment, case and contact investigations.
- Plans to prevent on-campus outbreaks among students, staff, faculty, and community.
- Operational and financial feasibility to ensure we can attend to critical needs and adapt to change.
- Effective use of space for instruction and the state-wide delivery of the mission of higher education.
- Support for social and emotional needs across all student populations.
- Equitable impact on student outcomes.

We further pledge to continue working together to flush out any outstanding items that require further collaboration and partnership. Building our colleges and universities safer and stronger and back to the belief that public and private institutions can work together to support the long-term needs of our students, the state, and our communities. We stand ready to do our part to ensure that our state can keep up with the thousands of students who come to Washington for their undergraduate and graduate education.

We look forward to your feedback, and seek your endorsement of the approach we have outlined.

Thank you for your leadership and consideration.

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**Why | Reason for development**

- Instill confidence in key stakeholders about the development of higher education institutions' back-to-school plans in Washington.
- Align how higher education institutions in Washington are approaching and developing back-to-school plans.

**How | Process for development**

- Developed based on interviews with public health and university leaders in addition to incorporating effective practices seen globally.
- Built off prior work including:
  - Higher education institution work preparing for and executing reopening under the Governor’s “Safe Start” measures.
  - WA Private Sector Employer Checklists.
  - CDC and WA Labor & Industries guidelines.

**Who | People engaged for development**

We spoke with individuals from the following organizations and incorporated their input:

- WA Governor’s Council for the Arts
- Washington Council of Presidents
- Independent Colleges of Washington
- Washington State Community and Technical Colleges
- University of Washington reps.
- Washington State University reps.
- WA Student Achievement Council
- King County Public Health reps.
- Spokane County Public Health reps.
- Whitman County Public Health reps.
- WA Department of Health
- WA Labor & Industries
- WA Roundtable
- Challenge Seattle
Three forms of checklists to serve as guidance for higher education institutions in Washington state

Baseline recommendations

Broad checklist of how an institution can create a "New Normal" to fight COVID-19 that can be applied to a variety of higher education facilities and services

Additional considerations

Optional considerations and examples that institutions can implement where feasible and relevant

Setting-specific protocols

Checklist of specific practices to mitigate risk, tailored to particular campus facilities/services: food services, transportation, residences

Higher education administrators have a strong incentive to meet (and exceed where/when appropriate) baseline recommendations as adverse public health outcomes could result in more stringent restrictions

For reference: Checklists developed using multiple sources

Baseline/Additional considerations

- Adjusted Washington Roundtable / Challenge Seattle "two tiered checklists for employer Safe Work Plans" for higher education context

Food services protocol

- Synthesized National Restaurant Association restaurant recommendations and Cushman and Wakefield food hall guidance

Campus transportation protocol

- Synthesized CDC and US Department of Transportation recommendations

Residences protocol

- Synthesized CDC recommendations for Shared or Congregate Housing and Correctional/Detention Facilities
Baseline recommendations for higher education institutions reopening plans

Institutions are developing Safe Back-to-School plans to resume operations with consideration of these critical elements.

Campus Safety
- Adhere to federal, state and local public health and safety guidelines; develop comprehensive plans for reopening or after August 1, 2020 in accordance with WA State guidelines and local health guidelines, including, but not limited to, the Safe Start Guide, guidance on classroom capacity and the WA Secretary of Health’s Order 20-20 regarding face coverings. Make available a copy of these plans at each location on campus.
- Work from home for operations able to be performed remotely and institutions will follow WA State returning to work guidelines for its personnel.
- Maintain minimum physical distancing whenever possible of 6 feet between all on-campus personnel, including with visitors; where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure.
- Follow WA State phased reopening guidelines for social gathering sizes.
- Ensure frequent and adequate hand washing policies and include adequate maintenance of supplies; use disposable gloves where safe applicable to prevent transmission on shared items.
- Routine sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales).
- Ask students/employees to self-identify if they have experienced any COVID-19 symptoms prior to visit to campus facility.
- Ask students/employees to stay home and seek medical guidance if they are experiencing any known symptoms; remain isolated until diagnostic and next steps are clear.
- Ask students/employees to self-quarantine per local public health guidelines if confirmed to have COVID-19 or exposed to a confirmed case.
  - Please see supporting guidance from the WA State Department of Health: Click for Info.
- Develop response protocols for students, personnel, and visitors reporting symptoms and/or are confirmed to have COVID-19.
- Avoid non-essential travel by school personnel and propose self-quarantine per local public health and visitor safety guidelines after any high-risk travel as defined by the CDC, e.g., international travel; follow WA State reopening guidelines for travel.
- If feasible, log students/employees, and visitors wherever possible. Follow WA State guidelines for legible visitor name.
- Available contact for all students/employees to report concerns and/or potential violations of the Safe Back-to-School Plan.
- Communication of Safe Back-to-School Plan to all students and personnel including any future modifications.
- Dedicate specific spaces for locating campus personnel and/or students on-campus as needed (e.g., specific building campus personnel and/or students can quarantine in).

Students/Personnel Support
- Adhere to state and federal law for health and safety during COVID-19 including WA State’s “Safe Start” guidelines and WA Labor & Industries guidelines.
- Provide students/personnel with PPE such as gloves, goggles, face shields, and face coverings as appropriate or required for students/personnel not working alone (e.g., any public-facing job) and/or those whose responsibilities include operating within physical distancing limits of 6 feet; If PPE cannot be provided as appropriate shut down activity.
  - Note: Follow WA Labor and Industries guidelines for PPE.
- Identify available alternative arrangements for students/personnel upon requests or refusal to work due to concerns related to campus safety. Priority should be given to students/personnel who are considered high-risk/vulnerable as defined by public health officials; follow WA State guidelines for COVID-19 scenarios.
- Educate students/personnel on symptom detection, sources of high-risk to COVID-19, prevention measures, and leave benefits policies (e.g., UI for personnel that need to self-isolate).
- Follow any education requirements for employers per WA COVID-19 safety plan.

Visitor Expectations
- Limit or prohibit visitors.
- Visible entry point signage for students, personnel, and visitors on shared on-campus responsibilities (including proper hygiene & sanitization, physical distancing, PPE guidance and information for reporting concerns, staying home if feeling sick).

Helping develop individualized, flexible Safe Back-to-School Plans

Each institution will develop and implement a Safe Back-to-School Plan.

The following lists are considerations and examples to aid in the development of individual plans.

Note: Institutions are not recommended to implement all listed examples. These are provided as known practices being utilized to date and are subject to change.

Encouraging proper hygiene & health practices
- Encourage student/personnel to do regular temperature checks at home before coming to work.
- Avoid non-essential person-to-person contact (e.g., handshakes).

Health screenings and testing
- Positive temperature checks before entering on campus.
- Work with health authorities within the same country to coordinate testing efforts.

Enabling tracking and tracing
- Notify and isolate all students/personnel in contact with an individual that develops symptoms. Maintain confidentiality of who are sick.
- Distinct areas where students/personnel who were sick touched.
- Have the ability to log visitors that come on campus.

Sanitation procedures
- Provide hand sanitizer at entrances/exits.
- Encourage personnel to wash hands regularly (after bathroom breaks, after eating, etc.).
- Provide disinfectant wipes.
- Ensure frequent cleaning of high touch or shared equipment.
- Sanitize/sterilize/defibrillator/packaging.
- Perform regular deep cleaning.
- Provide soap and running water; when running water not available provide portable washing stations.

Limiting shared resources
- Limit shared desks/workspaces.
- Reduce use of shared office supplies/resources.
- Limit shared food.
- Limit cafeteria capacity and services.
- Limit public kitchens/render.

Methods to enact distancing procedures
- Implement reduced maintenance capacity limits.
- Stagger arrivals into campus spaces to avoid congestion.
- Limit ingress/exgress points on campus buildings/facilities while maintaining fire exits.
- Stagger entry into buildings/facilities.
- One-way facility aisles.
- Use distance markings at places of congregation.
- Effectively place physical protection between workstations.
- Virtual meetings even when on campus.
- Re-arrange floor layouts to permit physical distancing.
- Stagger usage of common areas.
- Avoid sitting face to face.
- Create isolated work cells/teams for on-campus personnel where possible.
- Identify choke points and high risk areas where personnel typically congregate where distancing will need more control/monitoring.
- To the extent practical, allow only one group/class at a time at the same location/facility/ classroom.

Ensuring governance & accountable roles over plan
- Appoint team/lead to manage ongoing Safe Back-to-School Plan and monitor ongoing health of personnel at on-campus locations.
- Designate a hygiene leader for facility who is responsible for protocol audits.
- Regular reporting of student and personnel sentiment and tracking of public health trends.

On-going training to meet health guidelines
- Host pre-return training and track attendance/completion.
- Educate students/personnel in the language they understand best about coronavirus and how to prevent transmission and the institution’s COVID-19 policies.
Additional considerations: Campus support

Elements for institutions to consider & implement where feasible/relevant

Helping develop individualized, flexible Safe Back-to-School Plans

Each individual institution will develop and implement a Safe Back-to-School Plan. The following lists are considerations and examples to aid in the development of individual plans.

Note: Institutions are not recommended to implement all listed examples. These are provided as known practices being utilized to date and are subject to change.

Ongoing communication to workforce
- Provide content for vulnerable students/personnel to help navigate back-to-school (e.g., aggregate helpful materials, explain evolving govt. benefits)

Enacting modified working models for personnel
- Job shares that allow for reduced hours
- Offer partial workplace or alternate day of week operating model
- Different, in-office working hours (e.g., two shifts: 8:30a-12:30p & 1p-7p with time between shifts)

Expanded / extended work from home & leave policies
- Provide one-time home office supplies voucher
- Timed PTO (e.g., FTEs get additional 80 hours; PTE get additional 40 hours; all paid out at year end if not used)
- Create workplace relief/stimulus fund and adopt policy on how funds will be distributed
- Create policies to encourage students/personnel to stay home when feeling sick or come into contact with positive cases

Decreasing commute risks & pressure on public transport
- Promote and enable individual commuting (e.g., subsidized busing/parking)
- Institution-sponsored buses/tram options
- Alternative hours to limit transportation during high public traffic hours

Providing additional training and resources
- Provide guidance on mental and in-person teams
- Provide career planning and resources
- Train staff to support new back-to-school model
- Post, in areas visible, required hygiene practices

Enabling access to education and childcare
- On-site day care or study rooms for limited number of students per day
- Voucher for online education tools
- Access to supplies to match caregivers with need (including recently displaced workers)
- Priority for childcare for workers and students not able to WFH

Building morale and virtual culture
- Create virtual HR office hours and/or HR hotline
- Virtual campuswide meetings
- Create networks for workers to connect/share remote working best practices
- Sponsor well-being challenges geared to staying physically and mentally healthy

Supporting mental health needs
- Access to reduced cost and/or free counseling
- Access to reduced cost and/or telemedicine consultations
- Benefit extensions for household members
- Access to medication/medication content
- Digital support groups to decrease isolation and share ideas
- Virtual play days for families with children of similar ages
- Expand virtual health and counseling and continue to provide virtual options after reopening

Ensuring equitable outcomes
- Consider and mitigate any disproportionate impacts on a given population (e.g., due to instructional decisions)

Recommended protocols for food services to resume operations (1/2)

Supporting a common "new normal" foundation to mitigate COVID-19

The following checklist provides recommendations for campus food services to reopen operations. These actions will run in parallel to public health efforts. Our priority is protecting campus communities in Washington by acting as good stewards.

Subject: to change based on public health guidance
Note: Must consider that food services on a campus will have regular visits and thus may be higher risk than a restaurant.

Cleaning and sanitizing
- Complete thorough and detailed cleaning of entire facility, with focus on high-contact areas that would be touched by both students/personnel
- If relevant, consider single-use menus only or sanitize reusable menus after each use
- Make hand sanitizer readily available to workers and visitors at counters, tables and stations and consider touchless solutions
- Complete routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sale)
- Use EPA-registered disinfectant products and avoid all food contact surfaces when using disinfectants
- Consider reducing facility hours for extra deep cleaning
- Cleaning staff wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- When dining reopen, sanitize tabletops, booths, etc. between seatings
- Clean and sanitize restrooms regularly based on frequency of use once dining reopens

Physical distancing and PPE
- Maintain physical distancing of 6 feet (e.g., students waiting in-line to enter facility, customers waiting for takeaways). PPE to be provided for all workers
- Require dining staff to wear face coverings; follow WA State reopening guidelines and WA Labor and Industries guidelines for face coverings
- Implement floor markings to promote physical distancing
- Post signs to remind students/personnel of physical distancing, PPE requirements and to use hand sanitizer
- Enforce capacity limits (e.g., 1 person at point of entry with clickers); follow WA State reopening guidelines for restaurants
- Consider an exit from the facility separate from the entrance
- Manage employee schedules to allow for physical distancing whenever possible
- Where possible, workstations to be staggered to ensure employees can avoid standing more than one person
- Limit the number of employees allowed simultaneously in any break rooms
- Update floor plans for common dining areas, redesigning seating arrangements to ensure to ensure physical distancing may be maintained between tables while visitors are eating once dining reopens
- Limit amount of time each patron is allowed to remain in order to reduce exposure

Recommended protocols for food services to resume operations (2/2)

Supporting a common "new normal" foundation to mitigate COVID-19

- Require employees with COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever is longer).
- Ask employees to self-quarantine for 14 days from symptom onset or test positivity of the case per Washington public health guidelines if confirmed to have COVID-19 or exposed.
- Provide employees with face coverings and keep face coverings clean and ask employees to follow 6 ft distancing guidelines; follow WA State reopening guidelines and WA Labor and Industries guidelines for face covering.
- Train all employees on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instructions to avoid touching hands to face.
- Educate workers in the language they understand best about coronavirus and how to prevent transmittal, and the institution's COVID-19 policies.

Facility safety

- Rent the ability to track all workers that came on premise for purposes of supporting public health contact tracing by the WA DOH.
- Check appropriate functioning of HVAC.
- Ask workers reporting on premise to wear PPE if they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return.
- Record: cost taxpayers allow payments only by card or contactless.
- Consider use of pre-paid, disposable silverware if possible.
- Ensure adequate storage of necessary materials to meet PPE and sanitation requirements.
- Communicate safety protocols to all workers and dining visitors, including available contact to report violations of protocols.
- Following delivery options, ensure carriers and transport containers are sanitized and encourage customers to use "to-go" delivery.

Customer expectations

- View entry point signage for workers, volunteers and visitors on shared responsibilities (including proper hygiene and sanitation, physical distancing, PPE guidance and information for reporting concerns.)
- Require all patrons to wear face coverings except while eating or drinking in accordance with state guidance.
- Provide visitor safety guidelines publicly available.
- Consider using social media or website to educate students/employees on food service protocols and what to expect in dining halls.

Student/personnel support

- Adhere to state and federal law for health and safety during COVID-19 including WA State's "Safe Start" guidelines and WA Labor & Industries guidelines.
- Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying students/employees regularly.
- Provide early reporting communication by keeping workforce informed as soon as appropriate.
- Reinforce training after Day One by providing ongoing methods of additional training to reiterate messaging and changes.
- Ensure any student/employee can follow on-campus student health specific guidelines before returning to work and while working.

Source: National Restaurant Association COVID-19 Reopening Guidelines, Cushman and Wakefield Recovery Readiness

Recommended protocols for campus transportation to resume operations (1/2)

Supporting a common "new normal" foundation to mitigate COVID-19

The following checklist provides adaptations for campus transportation, if applicable, to resume operations.

These actions will run in parallel to public health efforts.

Our priority is protecting campus communities in Washington by acting as good stewards.

Subject to change based on public health guidance.

Cleaning and sanitizing

- After each journey, complete thorough and detailed cleaning of all surfaces, with focus on high-contact areas that would be touched by both employees and passengers (e.g., handles, metal bars).
- Make hand sanitizer readily available and create frequent opportunities for employees to wash their hands.
- Provide disposable disinfectant wipes on buses, etc. and train employees on how to regularly clean the area.
- Use EPA-registered disinfectant products. Refer to safer cleaning, sanitizing and disinfecting strategies to reduce and prevent COVID-19 transmission.
- Consider reducing operating hours for extra deep cleaning.
- Ensure staff wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Clean and sanitize restrooms regularly based on frequency of use.

Physical distancing and PPE

- Institute measures to physically separate employees from passengers by a distance of 6 feet or greater (e.g., physical partitions for drivers).
- Consider limiting capacity based on size of vehicle (e.g., 50%).
- Ask passengers to maintain physical distancing of 6 feet and wear face coverings in accordance with state guidance; follow WA Labor and Industries guidelines for face covering for employees.
- Implement floor markings to promote physical distancing on board.
- Post signs for passengers to remind them of physical distancing, face covering requirements and to use hand sanitizer.
- Limit contact between employees and passengers as much as possible.
- Consider designating specific doors for entry only and others for exit only to minimize passenger contact.
- Manage employee schedules to allow for physical distancing whenever possible.
- Consider closing off every other seat on board with tape or signs to promote physical distancing.
- Encourage employees and passengers to avoid congregating in waiting areas and design a process to ensure all stay separate while waiting to board (e.g., outdoor distancing).

Source: CDC, US Department of Transportation

Safe Back to School Plan • December 2020
Recommended protocols for campus transportation to resume operations (2/2)

Employee health and personal hygiene

- Require employees with any COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- Require employees to self-quarantine for 14 days from symptom onset or test positivity of the case per Washington public health guidelines if they have been exposed to COVID-19
- Provide employees with face coverings and keep for covering clean. Follow WA Labor and Industries guidelines for face coverings
- Train all employees on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instructions to avoid touching hands to face
- Train all employees on symptom detection, sources of high risk to COVID-19, prevention measures and leases/benefits

Vehicle safety

- Have the ability to tag all employees that come on board for purpose of supporting public health contact tracing by the Washington Department of Health
- Check appropriate handwashing of vehicle
- Ask workers reporting work to confirm they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return
- Ensure adequate storage of necessary materials to meet PPE (face coverings, gloves, etc.) and cleaning requirements
- Communicate safety protocols to all employees and passengers, including acceptable contact to report symptoms of protocols
- Consider using no-touch trash receptacles if possible

Passenger expectations

- Implement signs on board for employees and passengers on shared responsibilities (including proper hygiene and sanitization, physical distancing, face coverings and information for reporting concerns)
- Make passenger safety guidelines publicly available and post signs to strongly encourage passengers to wear face coverings in accordance with state guidelines
- Consider using social media or websites to educate passengers on safety protocols and what to expect when on board

Employee support

- Adhere to state and federal laws for health and safety during COVID-19 including WA State's "Safe Start" guidelines and WA Labor & Industries guidelines
- Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying employees regularly
- Provide early reengagement communication by keeping workforce informed as soon as appropriate
- Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes
- If employees have illnesses, provide support in navigating childcare options when returning to work
- Ensure all employees can follow on-campus student specific health guidelines before returning to work and while working
- If employees refuse to work due to COVID-19 related safety concerns, provide high risk individuals with benefits per WA Proclamation 19-36

Source: CDC, US Department of Transportation

Residences

Recommended protocols for campus residences to resume operations (1/2)

Cleaning and sanitizing

- Complete thorough and detailed cleaning of entire facilities, with focus on high contact areas
- Make hand sanitizer readily available to residents/personnel throughout property; consider touchless hand sanitizing solutions
- Complete routine sanitization of high-touch surfaces (e.g., door handles, elevators, counters, etc.)
- Provide residents with their own sanitization solutions in wipe/combos to minimize contact with shared solutions
- If a student or resident staff member tests positive, close off areas used by that person and wait 24 hours before cleaning and disinfecting; remove staff member and test positive and quarantine
- Conduct frequent cleaning of shared facilities (e.g., bathrooms)
- For shared bathrooms; create a cleaning schedule to clean facilities regularly; provide and maintain adequate handwashing supplies and hand sanitizer
- For shared showers, encourage sanitizing between users and/or increasing frequency of cleaning

Physical distancing

- Winners groups are permitted to stand at least 6 feet apart and should avoid congregating in common areas
- Note: Follow WA Labor and Industries guidelines for face coverings in common areas
- Roommates and siblings placed in a household live students with pre-existing health conditions to singles
- Consider isolating people with COVID-19 (if in a community, in common areas)
- Consider installing plexiglass partitions in areas where resident staff and residents come into close contact (e.g., mail desks)
- Implement floor plans to promote physical distancing (e.g., where to stand in line, where to walk)
- Manage staff schedules to allow for physical distancing whenever possible in staff spaces
- For shared bathrooms, create a staggered bathroom schedule to reduce the amount of people using the facilities at the same time
- For shared showers, consider assigning residents to specific showers or limiting use of showers to every other staff
- Designate specific residence halls or buildings to isolate students/staff for quarantine or isolation period

Staff health and personal hygiene

- Require staff with COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- Ask staff to self-quarantine for 14 days from symptom onset or test positivity of the case per Washington public health guidelines if confirmed to have COVID-19 or exposed
- Provide employees with face coverings and keep face coverings clean. Follow WA Labor & Industries guidelines for face coverings
- Train all staff on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instructions to avoid touching hands to face
- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the institution's COVID-19 policies

Source: CDC, US Shared or Congregate Housing; CDC, US Correctional and Detention Facilities, Association of College & University Housing Officers-International, Other State's Guidance

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TRANSPORTATION

SUPPORTING A COMMON
"NEW NORMAL" FOUNDATION
TO MITIGATE COVID-19

The following checklist provides adaptations for campus transportation, if applicable, to resume operations.

These actions will run in parallel to public health efforts.

Our priority is protecting campus communities in Washington by acting as good stewards.

Subject to change based on public health guidance

RESIDENCES

SUPPORTING A COMMON
"NEW NORMAL" FOUNDATION
TO MITIGATE COVID-19

The following checklist provides adaptations for campus residences to resume operations.

These actions will run in parallel to public health efforts.

Our priority is protecting campus communities in Washington by acting as good stewards.

Subject to change based on public health guidance
Recommended protocols for campus residences to resume operations (2/2)

**Facility safety**
- All staff and residents must wear face coverings throughout the building (exception for residents within their own rooms).
- When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning.
- Have the ability to log all staff and residents that come-on-premise for purposes of supporting public health contact tracing.
- Ask workers returning-on-premise to confirm they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return.
- Communication of Safe Back-to-School Plan to all staff and residents, including available contact to report violations.
- Use non-touch trash cans where possible on the property.
- Check appropriate functioning of HVAC.
- Symptomatic residents should avoid contact with other - follow DOH guidelines for individuals with symptoms.
- Develop plans for how suspected COVID-19 cases will be isolated, evaluated, tested, and monitored necessary accommodations (e.g., medical care, food)
- Ensure that physical locations have been identified to isolate confirmed COVID-19 cases, and consider designating one staff member to attend to sick residents.
- Create and test communications plans to disseminate critical information to residents/staff.

**Resident expectations**
- Visible entry permit signage for all staff and residents on shared responsibilities (including proper hygiene & sanitation, physical distancing, PPE guidance and information for reporting concerns).
- Make safety guidelines publicly available.
- Consider using social media and website to educate residents on protocols and what to expect when entering on-campus housing facilities (e.g., digital check-in requirements).
- Remind residents of any quarantine requirements as defined by the local health jurisdiction and instruct them that compliance will be monitored.

**Employee support**
- Adhere to state and federal law for health and safety during COVID-19 including WA State's ‘Safe Start’ guidelines and WLA Labor & Industries guidelines.
- Mitigate anxiety by recognizing fear in returning, communicating transparency, listening and surveying staff regularly.
- Provide early responding communication by keeping workforce informed as soon as appropriate.
- Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes.
- Ensure staff that live in residence halls can follow all resident health/safety protocols (e.g., quarantining upon arrival).

Source: CDC, US Shared or Congregate Housing; CDC, US Correctional and Detention Facilities
NWAC 2020-2021 COVID-19 Guidelines for Return to Play

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INTRODUCTION
When the COVID-19 epidemic first hit in March 2020, and NWAC was right in the eye of the storm hosting our basketball tournament in Everett, WA. Seemingly we went from an athletic conference to a de-facto triage unit. We have been discussing and determining our future by identifying concerns, priorities, and trying to sort out what we do know from what we do not know.

From day one of probably the biggest challenge in NWAC history, member colleges, executive board members, NWAC athletic trainers, and office staff, has worked to do our part to slow the spread of COVID-19, address eligibility issues, and among other things, worked on a return to play plan.

To address the wide variety of issues known and trying to anticipate unknown issues, NWAC reviewed a vast amount of literature, solicited input and engaged in multiple discussions with sports chairs and their committee members, commissioners, our peer conferences (California Community College Athletic Association, National Junior College Athletic Association), four-year conferences (Great Northwest Athletic Conference, Pacific Northwest Conference, Cascade Collegiate Conference), and consulted with our NCAA two-year liaison, Academic Affairs and Membership Associate Director, Greg Dana.

From the outset it was clear that we would have to think differently about how the NWAC was to accomplish our mission while trying to prepare for a multitude of situations. The ultimate goal is to provide a restart surrounded in as much normalcy as possible while continuing to protect the safety of our student-athletes, staff, and slow the spread of COVID-19. We have been transparent providing weekly updates which included among other things, our timeline and thoughts about returning to competition.

We also know with 36 member colleges in three states and British Columbia, 36 community college presidents, 72 commissioners, and 36 vice presidents of student services, hundreds of coaches, and a few thousand student-athletes and parents, decisions made to please everyone was not possible. What we could do and what we chose from the outset was to be thoughtful in our decision making and Respond to the situation at hand and not React.

Our fall 2020 return to play guidelines integrates the work of a lot of people within the NWAC. This plan is also the first step to the overall return to play plan for the entire year and for all NWAC sports. It is important to note that as part of this plan the sports committees and sports regions will work alongside the NWAC office to develop the details.

We have said from the beginning that flexibility, creativity, adaptability, and patience are essential to the success of our return to play. NWAC will continue to follow the guidance and direction of the Center for Disease Control, local and state health agencies, and member college presidents. Should conditions dictate a change from these guidelines, we have contingencies (two scenarios) that will help us address NWAC sports. Be advised that as additional information becomes available we will look to update our plans and strategies.

As like never before, our belief in the principles of Character, Competition, and Community is and will be tested. It is the hope that the fruits of those characteristics will be evident and strong as we work through this together. It is imperative that as athletic administrators/leaders that you do not allow these difficult times to ruin the experience for the student-athlete. This is a year when the focus of what we do most likely changes and remember, NWAC is much more than just games.

GUIDING PRINCIPLES
In working to provide options for NWAC sports, the Executive Board kept at its foundation the following core principles:

1. **Health and Safety:**
   The health and safety of NWAC student-athletes, athletic administrators, support staff members, coaches and fans is paramount. **It is important that we follow health mandates as established by local and state health authorities.** State and local health authorities, and individual colleges dictate NWAC return to play. Consistent communication and safety protocols need to be in place at our member institutions so they can adequately address the situation. Each member college will provide safety protocols to the NWAC office a month before the start of school.

2. **Fiscal Responsibility:**
   It is quite apparent that our member colleges are facing less than ideal futures in regards to school and athletic budgets. Our conference is not immune from these financial difficulties as well, especially when we do not know how the pandemic will affect our championship events, fundraising, merchandise, etc. In fact there may be even more budget difficulties after our state governments release their financial forecasts.

3. **Value and Integrity of League and Championship Play:**
   The Executive Board believes the importance of league and championship play be the priority when member colleges return to play. Though travel, formats, and venues may differ from their original intent, what does not differ is the priority and significance of region play and championship events.

4. **What We Have Today May Look Different Tomorrow:**
   Member colleges will need to be flexible, cooperative, and accommodating as schedules, travel, and championships will be affected. It is the type of cooperation that focuses on selflessness and what is in the best interest of the majority. Caution needs to be taken that a real possibility exists that not all member colleges will be delivering academic programs, athletic events, and allowing fans on campus in the same manner and at the same time. Realize NWAC may look quite different when competition comes back.

5. **Opportunities:**
   The guidelines provides opportunities for NWAC student-athletes to get back to competition in a safe manner. The scenarios also provide opportunities that if our counties and states are recovering at a high rate and normalcy is coming back sooner or later, the Executive Board will look to make adjustments to the scenarios.

6. **Decisions:**
   We will respond and not react. Throughout this whole process NWAC has received input from NWAC commissioners, regions, sports committees, coaches, Washington and Oregon presidents, and vice presidents of student-services, as well as input from those outside of the NWAC. Our decisions have been and will continue to be thoughtful.

**NWAC RETURN TO PLAY GUIDELINES FALL SPORTS 2020 (STEP 1 COLOR PHASE APPROACH)**

**Summary:** In conjunction with the NWAC Sports Medicine Committee, Dr. De Gooyer, and review of literature from state, national health agencies, NCAA, and other medical agencies, NWAC has created a color phase approach to for our Return to Play Guidelines. **As prescribed by the NWAC Sports Medicine Committee, NWAC student-athletes/teams will follow the “color phase” protocol when returning to play (see information above).** Before entering the “color phase protocol,” each NWAC member college will provide the NWAC with their respective return to campus protocol. Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and following state and local health authority guidelines; Plan for sanitization, acquiring PPE’s,
handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.

GREY PHASE: Re-entry plan (2 weeks)

- **NWAC recommends in accordance with national guidelines (CDC) that all athletes shelter in place and/or quarantine in the county of their institution 14 days prior to the red phase.**
- NWAC student-athletes/teams will follow the “color phase” protocol when returning to play (see information below on dates and phases. Before entering the “color phase protocol,” each NWAC member college will provide the NWAC with their respective return to campus protocol.
- Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and are following state and local health authority guidelines;
- Plan for sanitization, acquiring PPE’s, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.

RED PHASE: Limited Group Practice (ATC’s recommend 14 days, which means we may move the championship dates back)

- Student Athletes and athletics staff have completed the COVID19 Addendum and the recommended quarantine.
- Vulnerable individuals shelter in place and continue individual workouts with precaution.
- Small group training should occur based on local health authority restrictions.
- Gatherings of no more than 10 are allowed.
- Virtual meetings when at all possible.
- Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitization protocols can be implemented.
- Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.

YELLOW PHASE: Modified Team Practices

- Vulnerable individuals should continue to shelter in place and continue individual workouts with precaution. Vulnerable individuals may perform workouts with coaches on an individual basis, with social distancing measures.
- Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
- Full team practices (excluding vulnerable individuals) can take place with social distancing measures in place.
- Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.

GREEN PHASE: Full Team Practices & Games

- Vulnerable individuals can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.
• Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.

• Unrestricted staffing (video, table, game management, etc.) may resume with sanitation protocols in place.

• Consideration of spectator modifications (i.e. no spectators, physical distancing, etc.) to ensure safety of student-athletes, support staff and spectators

BLUE PHASE: All clear and is dependent on the successful development of widely available treatment including prophylactic immunotherapy, coupled with widespread, effective vaccination.

• Reduction of spectator modifications (i.e. no spectators, physical distancing, etc.).

• Return to normal practice.

NWAC schools have been sent the following medical information:

* Educational programs on COVID-19 for student-athletes.

* Educational programs on COVID-19 for athletic administrators and coaches

* COVID-19 Addendum

* COVID-19 Assumption of Risk

* Return to Play Protocol

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It is imperative that member colleges are maintaining and practicing current medical protocol related to COVID-19. NWAC continues to work with our athletic trainers to provide current medical information. The above color phase is a major part of the protocol, but there are still issues to be determined. More medical information is forthcoming.

**NWAC 2020-2021 SPORTS CALENDAR**

**Key issues:**
*All sports are taking a 20% reduction in contests.*
*Entry into Soccer, Volleyball, Basketball, and Baseball championships are the top two finishers from each region. Softball with three regions will send the top four finishers from each region to their championship tournament.*
*In season modifications: No overnight stays though exemptions are available as approved by member college presidents and the NWAC executive board. Maximum of two activities/scrimmages are allowed. Sports as deemed necessary alter any rules and/or protocols to adhere social distancing and other safety precautions. The color phase principles must be adhered to during in season.*
*Out of season modifications: No overnight stays and two maximum activities/scrimmages are allowed. Out of season begins the first day of school and/or when your institution in accordance with the local health district allows students on campus. The color phase approach principles and standards must be adhered to during Out of Season.*
*Non-traditional sports seasons (e.g. fall baseball, etc.) and showcases will not be conducted in 2020-2021.*

**Key principles:**
**Health and Safety:** The different phases addresses safety protocols. A reduction in contests hopefully reduces contact with a variety of member colleges and other institutions and can eliminate overnight travel. Helps ATC’s and AD’s in administering and managing safety protocols.
**Fiscal Responsibility:** A 20% reduction in contests at a minimum saves member colleges on travel, meals, lodging, and officials. Reducing the size of championships saves Member College’s travel, meals, lodging costs, and conference expenses. Soccer, softball, and volleyball championships may be moved to member college facilities.
**Value of League and Championship Play:** By focusing on league and championship play it shows the importance and value of each as Member College’s look to manage issues.
**Today May Not Look Like Tomorrow:** This scenario provides some flexibility and allows regions to work on schedules and provides consistency within regions for fans, student-athletes and others when it comes to safety, health, and maintains the importance of league rivals. Depending on the growth or decline of the pandemic, the NWAC will be constantly reviewing the above dates and guidelines and make any adjustments deemed necessary.

*Please remember these our guidelines as we attempt to get back to some sense of normalcy. Conferences around the country are making plans for fall sports that are quite similar. We all need to realize that NWAC does not have the final say on whether return to play as outlined here can happen. The final decision rests with the administration of our member colleges.*

*Regarding winter and spring sports, the NWAC office will work with the individual sports committees on start dates, league schedules, modify in-season and out season protocol to include fall quarter, modify championships, and other items as deemed necessary.*
The decision on return to play by the Executive Board has been based on input from constituents, administrators from our member colleges, and people outside of the NWAC. The EB has been quite thorough in its review and decisions and realize that there is no answer that will meet the needs of all involved. Decisions have been based on thoughtful deliberation, robust discussion, and listening to membership thoughts and concerns. **NWAC will continue to monitor the situation and depending on the decline or the spread of the pandemic, will make adjustments as deemed necessary as long as they do not conflict with our principles for return to play. We also know that at any time we could be forced into cancelation of a season as well.**

We also recognize that this situation is ever changing on what seems to be a daily basis. These continual changes are more times than not out of our control, may necessitate additional contingency plans, and should local, state, or federal guidance change, or if public health officials or your institutions deem it in the best interest of the health of our student-athletes, staff, and supporters.

**CONCLUSION**

The above is a representation of a lot of work developed in good faith and based on what we know at this time. Over the past 4 plus months, the Executive Board has worked on developing a return to play plan. Trying to come up with a plan is like building an airplane while flying it. As we try to create a strong foundation, we are fully aware that the vastness of the unknown is outside of our control and can change in an instant. We are prepared to respond to the direction this may go. Additionally, it is imperative that we all keep in mind the greater good of all our member colleges as we continue this journey. Trust me we have heard and listened to the variety of views from the people we serve and took those into consideration.

We need to be comfortable living in the gray. In athletics the majority of us want to live in a black and white world and we want answers immediately. The reality is that this pandemic has forced us to learn to be comfortable living in the gray. Every day we have to adjust. A quote from John Maxwell I came across seems to sum up our battle: **“The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails.”** Bottom line the health and safety of our student-athlete remains paramount so we must be prepared to sacrifice and adjust.
Appendix D: Residence Hall

CLEANING AND SANITIZING:

- Complete thorough and detailed cleaning of entire facilities, with focus on high contact areas. Resident Advisors (RA’s) will clean the community room and sanitize all doorknobs, and other identified high touch points daily.
- Posted signs and white boards are used to educate and remind students to wash their hands frequently. Hand sanitizer stations will be installed in common areas as supplies permit. Hand sanitizer does not replace the need for proper hand washing.
- Residents will be provided with their own sanitation solutions or wipes to clean and sanitize their own areas.
- All hard surfaces will be disinfected using an EPA registered chemical disinfectant.
- If a student or residential staff member tests positive for COVID-19, areas used by sick person will be closed off for a period of 48 hours before cleaning and disinfecting; Staff members and students who test positive for COVID-19 will be quarantined in a spaced designated for that purpose.
- Shared facilities will be cleaned regularly. The community room and laundry room will be cleaned daily during the week.

PHYSICAL DISTANCING:

- Signage will be in place to remind groups to stand at least 6 feet apart and avoid congregating in common areas;
- Roommates and suitemates will be treated as a family unit (or cohabitants) under this plan.
- Students with pre-existing health conditions to will be assigned to single occupancy rooms, when possible.
- Floor markings will be used in common spaces (such as the community room and laundry room) to promote physical distancing. Individual room access points are on exterior walls, with no hallways necessitating traffic controls.
- The community room restroom will be closed due to limitations on Resident Advisors capacity for cleaning responsibilities and to minimize risk to residents. Restrooms are available for students in their rooms or suites.
- An emergency/quarantine room has been identified. For isolation/quarantine periods, students will quarantine for 14 days before being placed with a roommate.

STAFF HEALTH AND PERSONAL HYGIENE

- All employees will adhere to the policies contained in the Olympic College Safe Back to School Plan.
- Staff with COVID-19 symptoms are required to remain home per the guidelines listed above.
- Employees and residents will be provided with face coverings, should they not have one.
- All staff will be trained on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and clear instructions to avoid touching hands to face.
FACILITY SAFETY

- All staff and residents must wear face masks throughout the building, except when they are within their own rooms.
- Rooms will remain vacant for 48 hours after check-out and prior to cleaning.
- Residents will be educated on the Olympic College Safe Back-to-School Plan.
- The Residence Hall Manager will ensure that physical locations have been identified to isolate confirmed COVID-19 cases.

RESIDENT EXPECTATIONS

- Visible entry point signage will be used to remind all staff and residents on shared responsibilities, including: proper hygiene & sanitization, physical distancing, and PPE guidance.
- The Olympic College Safe Back to School Plan will be publicly available online for students to review at any time, and a physical copy will be available in the community room.

EXPECTATIONS FOR VISITORS AND GATHERINGS:

- Gatherings in apartments must be limited to the two people who reside in the apartment and one visitor at a time. Family members who reside together are exempt from this limit and may gather with up to two visitors.
- Gatherings in apartments where only one resident resides are limited to the one person who resides in the apartment and two visitors at a time.
- In the case of more visitors than the listed number, gatherings must take place in the community room or courtyard.
- A gathering in the Residence Hall, outside of an apartment, must be limited to five people at a time, and only one such gathering may occur at a time. This means the community room capacity is limited to five people total.

Isolation and Quarantine Rooms:

In the Residence Hall, individual rooms have their own ventilation systems and do not share ventilation passageways between rooms. The following rooms have been designated as isolation and quarantine rooms, if needed, in the Residence Hall:

- Isolation Room: 409
- Quarantine Room: 418
Appendix E: COVID-19 Scenarios & Benefits Available Guide

### COVID-19 Scenarios & Benefits Available
The information shared on this chart does not necessarily guarantee benefits. Speak with your local HR consultant to verify coverage.

<table>
<thead>
<tr>
<th>Sample scenarios</th>
<th>Sick Leave</th>
<th>Emergency Paid Sick Leave</th>
<th>Family and Medical Leave Act</th>
<th>Emergency Family and Medical Leave Expansion</th>
<th>Washington Paid Family and Medical Leave</th>
<th>Vacation Leave</th>
<th>Shared Leave</th>
<th>Leave Without Pay</th>
<th>No Loss in Pay for up to 180 days</th>
<th>Governor’s Proclamation 20-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Employee tests positive for COVID-19 and has indicated they are unable to work (availability of telework does not preclude the employee from taking the leave)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>2 Employee has symptoms of COVID-19 and is seeking a medical diagnosis and has indicated they are unable to work (availability of telework does not preclude the employee from taking the leave)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>

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Last Updated: August 27, 2020
## COVID-19 Scenarios & Benefits Available

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### Sample scenarios

<table>
<thead>
<tr>
<th>Scenario Description</th>
<th>Sick Leave</th>
<th>Emergency Paid Sick Leave</th>
<th>Family and Medical Leave Act</th>
<th>Emergency Family and Medical Leave Expansion</th>
<th>Washington Paid Family and Medical Leave</th>
<th>Vacation Leave</th>
<th>Shared Leave</th>
<th>Leave Without Pay</th>
<th>No Loss of Pay for up to 14 days</th>
<th>Governor’s Proclamation 20-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Employee has been in close contact as defined by Washington State DOH with a person who has tested positive for COVID-19, but employee is otherwise healthy, not showing symptoms (leave only applies if no telework is available)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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#### Sample Scenarios

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<tr>
<th>Scenario</th>
<th>Sick Leave</th>
<th>Emergency Paid Sick Leave</th>
<th>Family Leave Act</th>
<th>Emergency Family and Medical Leave Expansion</th>
<th>Washington Paid Family and Medical Leave</th>
<th>Vacation Leave</th>
<th>Shared Leave</th>
<th>Leave Without Pay</th>
<th>No loss in Pay for up to 14 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>May qualify, work with your HR consultant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Employee is either age 65 or older, or is in a category of those at increased risk of severe illness and death as listed on CDC guidelines, and no telework is available**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Sick Leave</th>
<th>Emergency Paid Sick Leave</th>
<th>Family Leave Act</th>
<th>Emergency Family and Medical Leave Expansion</th>
<th>Washington Paid Family and Medical Leave</th>
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<th>Leave Without Pay</th>
<th>No loss in Pay for up to 14 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>May qualify, work with your HR consultant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Employee is in a category of those who “might be at increased risk” of severe illness and death as listed in CDC guidelines, and no telework is available (Employers may request reasonable medical documentation if it is unclear whether or not the employee has a condition covered under the “might be at risk” category)**

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# COVID-19 Scenarios & Benefits Available

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<table>
<thead>
<tr>
<th>Sample scenarios</th>
<th>Self-Leave</th>
<th>Emergency Paid Sick Leave</th>
<th>Family and Medical Leave Act</th>
<th>Emergency Family and Medical Leave Expansion</th>
<th>Washington Paid Family and Medical Leave</th>
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<th>Governor's Proclamation 20-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Employee is subject to a governmental stay home order and the employee has telework for them, but the employee cannot perform it due to the order (i.e., lack of internet)</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
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