

COVID Infection Control Plan: Spring 2022



Table of Contents	
1.0 Introduction	1
2.0 Communication with Campus	1
3.0 Training	2
4.0 Universal Safe Practices	2
4.1 Hygiene	2
4.2 Physical Distancing	3
4.3 Illness Policies	3
5.0 General Cleaning and Disinfecting of Facilities	5
6.0 Health Screening	6
7.0 Site Safety Audits	6
8.0 Contact Tracing	6
9.0 Vaccines	6
10.0 Instructional Planning	7
11.0 Student Services Planning	7
12.0 Childcare Planning	7
13.0 Athletics Planning	7
14.0 Transportation and Travel Planning	7
15.0 Customer and Visitor Expectations	7
16.0 Responding to a Confirmed Case	7
16.1 Emergency Team Notification	7
16.2 Campus Notification	8
16.3 Classroom Closure/ Transition to Online Learning	8
16.4 Facility Closure and Disinfecting	8
17.0 Reporting Concerns	8
18.0 Additional Training and Resources	9

1.0 Introduction

This plan provides clear requirements for all in-person functions of Lower Columbia College (LCC) operating during the Coronavirus pandemic, Spring 2022. This plan is consistent with Governor Jay Inslee's [Higher Education Proclamation 20-12.3](#).

2.0 Communication with Campus

Lower Columbia College uses multiple channels to communicate with employees and students.

The most direct and immediate form of communication is email. Employees and students are required to check their LCC email accounts for official communications from the College per administrative and student policies. Campus email messages are also posted to the relevant COVID-19 webpage. When new information is available, the first communication typically goes on through that channel.

COVID-19 is referenced on an emergency web banner that appears on every webpage on the LCC site. COVID-19 specific web pages include:

- [Campus Closure and Emergency Information](#)
- [Main Coronavirus \(COVID-19\) page](#)
- [Coronavirus \(COVID-19\) resources for employees](#)
- [Coronavirus \(COVID-19\): Resources for Students](#)
- [Coronavirus \(COVID-19\) resources for supervisors](#)
- [COVID-19: Student FAQs \(Frequently Asked Questions\)](#)
- [COVID-19: Campus Safety Measures](#)
- [CARES Act Explained](#)

LCC also uses social media, most predominantly Facebook, Twitter and Instagram to communicate emergency information.

Regarding campus closures and other emergency information, LCC subscribes to a service called FlashAlert newswire, which helps get the word out to various media entities, including newspapers, television and radio stations. In addition, individuals can subscribe to receive direct alerts from LCC via the FlashAlert portal and app.

The Public Information Officer (PIO) is responsible for drafting relevant news releases to share with local media pending approval from the College's Incident Commander and/or president. Press releases regarding COVID generally contain information about modification to campus services, instructional activities and events, etc.

LCC's PIO also participates in the Cowlitz County Joint Information Center (JIC), which includes the PIO from the Cowlitz County COVID-19 Incident Management Team, as well as PIOs from K-12 schools, hospitals, public utilities, law enforcement and other emergency responders, etc.

Additionally, signage will be posted throughout campus, and at entry points, to communicate safety expectations and shared responsibilities (e.g. hand hygiene, PPE, physical distancing, stay home if you're sick and cleaning and sanitization).

3.0 Training

LCC recognizes training as imperative to establishing safe behaviors. Each student working on campus Spring 2022 will be assigned a "COVID Safety Training: Spring 2022" safety course in Canvas. The training will cover material specific to this plan, including the safety expectations for in-person instruction and services.

In-person training and planning support will be provided upon request to the Emergency Operations Team (EOT).

4.0 Universal Safe Practices

LCC considers certain safe practices to be universally applicable to all campus activities. These include, but are not limited to, good hygiene, physical distancing, appropriate PPE use, staying home when you are ill, limiting shared resources and cleaning transient items.

4.1 Hygiene

Practice sound personal hygiene! Frequently wash your hands with soap and water for at least 20 seconds throughout the day. Wash your hands regularly, when arriving and leaving campus, before and after going to the restroom, before eating or smoking, and after coughing, sneezing, or blowing your nose.

- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid removing your mask until you have washed your hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes
- Avoid close contact with anyone who may be sick
- Hand Sanitizer, disinfectants, and cleaning supplies will be readily available throughout campus and will be frequently replenished.
- Hygiene reminder signs will be posted in appropriate areas and visible to all employees and students outlining good hygiene practices
- Frequently touched surfaces will be cleaned and disinfected daily
- Report any location (restrooms) that runs out of soap and disposable towels to Campus Services 360-442 2260/61/63 immediately

4.2 Physical Distancing

Supervisors/managers/directors/instructors must make sure all employees and students keep a minimum of 3 feet away from each other whenever feasible. People should remain further than 3 feet apart when possible. When a 3 feet physical distance cannot be maintained, other preventive measures are required such as using barriers to block sneezes and coughs and improved ventilation.

- Enhance ventilation in common areas and use high level filtration systems where possible
- Run ventilation systems longer than normal when social distancing isn't feasible
- When possible, stagger arrivals into campus spaces to avoid congestion
- Use distancing markings where required
- Post classroom signs to remind students/personnel of physical distancing, PPE requirements and to wash their hands
- Use virtual meetings even when on campus, where appropriate

Students may be asked to assist in disinfecting areas that they have worked in during class. If so, disinfecting supplies will be provided to them and their instructor will explain what is expected. Custodial services will be working hard to support cleaning of frequently touched surfaces in the classroom between classes. To request disinfectant supplies, contact Custodial Services.

4.3 Illness Policies

It is imperative that employees and students conduct self-screening each day before coming to campus. If they experience any COVID-like symptoms they must stay home.

Employees and students must follow the [Return to Campus Guide](#) or the [Return to Campus Guide for Childcare](#) when determining when they may return to campus following illness and/or exposure to COVID.

For additional information, contact covid@lowercolumbia.edu.

What happens when an employee is denied access?

LCC will handle these scenarios on a case-by-case basis. LCC will engage in a conversation with the employee being denied access to determine if telework options are available or to inform leave status (see leave guidance below). Telework options should be the priority. If the employee is denied access based on screening, the employer will exhaust all options for teleworking for the employee. The "[Work from Home](#)" document provides a wide variety of professional development opportunities and tasks that employees can do from home. In addition, these options could include having work packets or mobile workstations ready to check out.

If telework options are available and the employee can perform those duties, LCC will have the employee telework until they are cleared to return to the worksite based on the criteria in [LCC's Return to Campus Guide](#), or [LCC's Return to Campus Guide for Childcare](#).

If there are no telework options, consult with your HR team and refer to [OFM SHR leave guidance](#) for screening on how to proceed. If the employee is subsequently diagnosed with the COVID-19 virus, LCC will advise the employee about other [leave options](#) that are available, depending on the circumstances.

If the employee provides a statement from a medical professional stating that the employee does not have a contagious illness and the symptoms the employee exhibited are not because of COVID-19, LCC will grant the employee access to the worksite.

When can an employee/student return to campus?

An employee, or student may return to campus according to the parameters set in the [Return to Campus Guide](#), or [LCC's Return to Campus Guide for Childcare](#).

If the employee/student provides a statement from a medical professional stating that the employee does not have a contagious illness and the symptoms the employee exhibited are not because of COVID-19, the employer will grant the employee access to the worksite.

What happens when someone refuses to be screened?

If an employee, student, or business partner refuses to participate in the screening process, they will not be allowed access to the worksite/property.

If you have a medical condition impacting your ability to report to work, you may request an accommodation. Governor Jay Inslee has rescinded Proclamation 20-46 and replaced it with the Health Emergency Labor Standards Act (HELSEA). HELSEA protects high-risk employees, as defined by the Centers for Disease Control and Prevention (CDC), from risk of exposure to the COVID-19 disease on the job.

What if I have a medical condition and am concerned about exposure at work?

If you have a medical condition impacting your ability to report to work, you may request an accommodation under The Health Emergency Labor Standards Act (HELSEA). During a public health emergency, HELSEA protects high-risk employees, as defined by the Centers for Disease Control and Prevention (CDC), from risk of exposure to the COVID-19 disease on the job. Specifically, employers may not discriminate against an employee who is high-risk for seeking accommodation regarding exposure or, if no accommodation is reasonable, utilizing all available leave options, such as unpaid leave and unemployment insurance. A Q&A on HELSEA can be found [here](#).

The law defines a "high-risk" employee as one whose:

- Age or underlying health condition puts them at high risk of contracting a severe illness(as defined by CDC) from an infectious or contagious disease that is the subject of the public health emergency, as defined by the CDC; **and**
- Medical provider has recommended removal from the workforce due to their high risk of contracting a severe illness

If you are included on the list of those who are at increased risk, as defined by the CDC, (see the CDC's list) and would like to request an accommodation under HELSA, please complete the [High Risk Accommodation Form](#) and reach out to Human Resources at hr@lowercolumbia.edu so we can begin the interactive accommodation process.

If you don't have a medical condition, but are concerned about workplace exposure to the Coronavirus, you have several options depending on your position:

- Use leave if you qualify
- Request to telework
- Request to temporarily adjust your schedule

5.0 General Cleaning and Disinfecting of Facilities

Custodial staff will follow established routine cleaning procedures and the [CDC's Guidance for Cleaning and Disinfecting](#). Custodial services will also provide additional cleaning and disinfecting of frequently touched surfaces throughout the day in most buildings and in lab spaces where instruction is hosted at the end of each day, and/or in-between class sessions where applicable, emphasizing the cleaning and disinfecting of frequently touched surfaces.

Laboratory faculty and staff must ensure that all hazard communication is clearly posted for custodial staff and that all hazardous materials are stored in a manner that allows custodians to clean without risking exposure.

Laboratory faculty (and/or support staff where applicable) will be responsible for cleaning any laboratory equipment and sensitive devices that are handled by students- custodians are not responsible for these items except where agreed upon by Campus Services and Instruction.

Appropriate PPE, cleaning supplies and instructions will be provided to lab faculty, staff and students where applicable.

When custodians are cleaning specialized instructional areas, laboratory faculty will provide a detailed cleaning plan for custodial staff.

6.0 Health Screening

Before coming to campus, all employees and students must self-screen for [COVID-like symptoms](#) and stay home if they are experiencing any symptoms. They should refer to the [Return to Campus Guide](#), or the [Return to Campus for Childcare Guide](#) for information on when they may return to campus.

In an effort to provide as safe an environment as possible for our students, faculty, and staff, Lower Columbia College will place screening posters at the entrance to all buildings open to the public.

7.0 Site Safety Audits

Lower Columbia College will continue to utilize Site Safety Supervisors in all instructional spaces who will make the following checks throughout operational times:

- Check for 3 foot physical distancing during class.
- Check that health screening has been completed.
- Check for adequate supplies in each area (hand washing areas have soap, water, hand sanitizer and disposable towels).

8.0 Contact Tracing

A member of the emergency operations team who has been specifically trained in contact tracing will conduct any follow up needed for a confirmed COVID 19 case who has recently been on campus. This person will also work closely with the Department of Health where indicated.

9.0 Vaccines

Washington State residents 5 years and older can schedule a COVID-19 vaccination appointment with their regular health care provider or at a vaccination site or local pharmacy. Each vaccine location has its own process for scheduling appointments. See [Cowlitz County COVID:19 Vaccine Webpage](#) for more details.

According to [Higher Education Proclamation 20-12.3](#) all community colleges in the state must ascertain the vaccination status of all students working and learning on-campus. The College must obtain an electronically signed self attestation from fully vaccinated students and non-vaccinated students. Students will be instructed on how to provide this information in the COVID Safety course in Canvas. They will enter the information in CTCLink.

All employees and volunteers are required to be vaccinated by October 18th 2021 as a condition of employment per the Governor's [proclamation 20-09.4](#). For more information, contact Human Resources.

10.0 Instructional Planning

Each instructional dean is responsible for working with faculty who teach hybrid courses to create a class-specific safety plan where necessary.

All on-campus courses must be organized in a way that meets each requirement outlined in this plan. Considerations for general classroom use include hygiene, physical distancing, traffic flow, PPE use and sick leave accommodations for both students and faculty.

11.0 Student Services Planning

Each area within Student Services must operate in a manner that is consistent with the rules of this plan.

12.0 Childcare Planning

Each child care center affiliated with LCC will develop its own safety plan consistent with the Department of Health's [guidelines for childcare providers](#). Each of these plans are available upon request. Childcare centers will follow the [Return to Campus Guide for Childcare](#) when determining when exclusion or closure is required.

13.0 Athletics Planning

LCC's athletics programs will function according to the rules outlined within the [NWAC Health and Safety Policies](#).

14.0 Transportation and Travel Planning

Washington State is currently following the [CDC's travel guidance](#).

All travel for state business should follow LCC's "[COVID 19: Transportation & State Vehicle Safety Plan](#)." Faculty must obtain a signature on the [Field Trip Disclosure Form](#) from all students who will be traveling on a field trip.

15.0 Customer and Visitor Expectations

Customers and visitors are required to follow the 3' physical distancing rules while on campus.

16.0 Responding to a Confirmed Case

16.1 Emergency Team Notification

If a faculty member or employee learns that a confirmed COVID 19 case has been on campus within the previous 7 days, they must submit notification to COVID@lowercolumbia.edu.

16.2 Campus Notification

Close contacts of confirmed cases who are identified through contact tracing efforts will be notified when the individual in question has been on campus within the previous seven days. The notification will include the date of their most recent visit to campus. Notifications will not include any personally identifiable information that would violate HIPPA or other privacy laws.

Notification of a positive case will go out to all campus when an infected person has been on campus within the previous three days based on the [CDC's Scientific Briefing on SARS-CoV-2 and Surface \(Fomite\) Transmission for Indoor Community Environments](#)

See also: [campus notification template \(for confirmed case\)](#).

16.3 Classroom Closure/ Transition to Online Learning

If two or more people attending the same in-person class test positive for COVID within seven days of each other, that class will be moved online for a period of seven days. This will be done in order to monitor for in-class spread. The instructor and all close contacts of positive cases will be notified during our contact tracing process (see section 8.0)

16.4 Facility Closure and Disinfecting

All cleaning and disinfecting done in response to a suspected or confirmed case on campus will be done according to [CDC's Guidance for Cleaning and Disinfecting Public Facilities](#).

Blood Borne Pathogens

Supervisor must ensure that all custodians have completed the Blood Borne Pathogen Training in Canvas PRIOR to participating in these cleaning and disinfecting procedures ([Appendix F-6](#)).

Chemical Usage

Supervisor must provide training on all chemicals used in these cleaning and disinfecting procedures. All Safety Data Sheets must be made available to employees and all appropriate PPE provided.

Personal Protective Equipment

Supervisors will ensure that employees use appropriate PPE when cleaning after a suspected or confirmed case.

17.0 Reporting Concerns

If anyone has concerns related to their safety or the contents of this COVID Prevention Control Plan, they should report their concerns immediately by emailing covid@lowercolumbia.edu.

18.0 Additional Training and Resources

- [Centers for Disease Control](#)
- [World Health Organization](#)
- [Washington State Coronavirus Response \(COVID-19\)](#)
- [Washington State Department of Health](#)
- [Cowlitz County Health & Human Services](#)
- [Classroom Cleaning: Tips for Teachers](#)
- [Hand Washing to Prevent Illness at School](#)
- [Infectious Disease Control Guide for School Staff](#)
- [Coronavirus COVID-19 Global Map](#)
- [COVID-19 Projections from the University of Washington Institute for Health Metrics and Evaluation](#)
- [LCC COVID Resource Pages](#)
- [Higher Education Proclamation 20-12.2](#)