COVID Infection Control Plan: Fall 2021

LOWER COLUMBIA COLLEGE

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1.0 Introduction

This plan provides clear requirements for all in-person functions of Lower Columbia College (LCC) operating during the Coronavirus pandemic, Summer 2021. This plan is consistent with Governor Jay Inslee's Higher Education Proclamation 20-12.3. Social gatherings and non-instruction activities that have parallel activities out in the community fall under the Washington Ready Plan.

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: Face Covering FAQs
  - ➢ COVID-19: Campus Safety Measures
  - ➢ CARES Act Explained
  - ➢ COVID-19 Screening Protocol

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 and employee working on campus Fall 2021 will be assigned a "COVID Safety Training: Fall 2021" 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 month 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 preventative measure signs will be posted in appropriate areas and visible to all employees and students with required hygiene practices
- ➢ When possible, student/employee lockers should not be used. Students and employees are encouraged not to bring items with them that cannot be kept on their person during work, classroom or lab times.
- ➢ 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 ramin further than 3 feet apart when possible. When physical distancing 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
➢ Place face shield or plexiglas barriers (sneeze guards) throughout the worksite at all places of potential non-classroom interaction between service provider and students
➢ Reduce the number of employees/students in or at the worksite, classrooms, labs and shops throughout campus
➢ Identify and control movement through choke points, stairwells, elevators, kitchens, points of entry and exit, restrooms, and other limited spaces throughout campus to maintain social distancing standards or determine adequate PPE
➢ When possible, stagger arrivals into campus spaces to avoid congestion
➢ Use distancing markings where lines are likely to occur
➢ Post 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 Personal Protective Equipment (PPE)

➢ All students, employees and visitors are required to wear masks while on campus, regardless of vaccination status.
➢ Each student and employee will be provided personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed (masks may be brought from home). Additionally, the Health Monitor will provide each student and employee with a face covering at the time they enter a building if they have not brought one of their own. Face coverings will be worn by everyone in accordance with the Washington State Department of Health.
➢ If appropriate PPE cannot be provided, the activity must be discontinued.

4.4 Illness Policies and Accomodations

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@lcc.ctc.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 state and federal 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 (HELSA). HELSA 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 (HELSA). During a public health emergency, HELSA 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 HELSA 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

4.5 Limiting Shared Resources

Custodial Services will clean frequently touched surfaces in operational areas as often as possible. However, it is also important that employees limit sharing items such as staplers, papercutters, coffee pots, and other items and spaces to the extent possible in order to prevent transmission of illness.

4.6 Cleaning Transient Items

Any item that is transported between campus and home should be cleaned and disinfected as much as possible. Employees should take their time to pay attention to surfaces of items that are touched such as briefcase handles and laptop keyboards. Consult manufacturer's instructions when cleaning electronics such as tablets, touchscreens, keyboards and remote controls and consider placing a wipeable cover over them.

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 continue to employ Health Monitors at the entrance of every building where active instruction is occurring. Health Monitors will:

> ➢ Verify Identification and ensure that any person wishing to enter an instruction space is authorized to do so.
> ➢ Take the temperature of each person who is authorized to enter the instruction space, using a touchless thermometer.
> ➢ Complete a health screening questionnaire with every person who is authorized to enter a building. See Appendix F-1 for screening tool.

Any time a person refuses to participate in a health screening. The Health Monitor will follow the Health Screening Compliance Refusal SOP (Appendix F-7).

7.0 Site Safety Audits

In conjunction with the efforts of the Health Monitors, Lower Columbia College will also continue to utilize Site Safety Supervisors in all instructional spaces who will make the following checks throughout operational times:

> ➢ Check for social distancing during class check in.
> ➢ 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).

The site safety supervisor will make checks periodically to ensure compliance with this plan and record times checks are made (Appendix F-4).

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 12 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 (see appendix A). Although LCC is now operating under the rules outlined in Proclamation 20-12.3, some instructional activities may continue to follow phase 3 plans while working to implement these new, less restrictive rules. All instructional activities should adopt the rules outlined in this plan by Fall 2021.

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.

Student Services plans must be uploaded to Appendix B of this plan.

12.0 Childcare Planning

Each child care center affiliated with LCC will develop its own safety plan consistent with the governor's guidelines for childcare providers. Each of these plans will be uploaded to Appendix E of the Safe Back to School Plan. 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

The Governor's Office has issued information about restrictions on interstate and international travel. LCC will follow all of these rules and recommendations while they are in place.

15.0 Customer and Visitor Expectations

Customers and visitors are required to follow the 3' physical distancing and mask 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@lcc.ctc.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 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 (PPE):

1. Gown/shoe covering

2. Mask (Respirator N-95)*

3. Goggles or Face Shield

4. Gloves

*Required when cleaning after recent occupancy by a positive, or suspected case per L & I.

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
- ➢ Cowlitz County Incident Management (COVID-19)
- ➢ 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
- ➢ Safe Start Washington - a Phased Approach to Recovery
- ➢ LCC COVID Resource Pages
- ➢ Healthy Washington Plan
- ➢ Higher Education Proclamation 20-12.2
- ➢ Road Map to Recovery for Washington State Agencies

All appendices are subject to regular updates. Be sure to contact the corresponding department for any updates to the versions listed here.

Appendix A: Instructional Planning

[A-1 Gilchrist](#)

[A-2 Joiner](#)

[A-3 Performing Arts Plan](#)

[A-4 Stallick](#)

A- 5 Patrick

[A- 6 CPR, Stop the Bleed and Fire Extinguisher Trainings](#)

[A-7 CDL Program Mitigation Plan](#)

[A- 8 Automotive Technology Mitigation Plan](#)

[A-9 Continuing Education](#)

Appendix B: Student Services Planning

Appendix C: Administrative Services

Appendix D: Athletics

Appendix E: Childcare

Appendix F: General COVID SOPs