

# Safe Back-to-School Plan

SPRING 2021



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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. This plan is consistent with Governor Jay Inslee's Safe Start directives to all [Washington State agencies](#). Instructional activities (classrooms/labs) are governed by the [Higher Education Proclamation](#). Social gatherings and non-instruction activities that have parallel activities out in the community fall under the [Healthy Washington plan](#) and the [business guidance](#) attached to that plan.

LCC is committed to using science and data in how we implement our safety practices. Our ultimate goal is to provide educational services to students while preventing the spread of COVID 19.

Our guiding principles include:

- The safety of our students and employees first.
- Use the best public health and safety practices.
- Provide timely and equitable educational services.

LCC's ability to reduce the impact of COVID 19 in our community- given the number of our employees, business partners and students- warrants us using a cautious approach that aids safety and health.

LCC has taken the following into consideration during the process of creating this "Safe Back to School Plan."

1. Identified gaps in our educational and student support services.
2. Readied our facilities for operation.
3. Gathered PPE and supplies.
4. Evaluated how to best educate and support our employees.
5. Considered how to open and monitor for impacts.

LCC plans to continue providing telework options for employees who are considered high risk for COVID 19 complications and for employees who can meet service needs remotely. In areas where strictly remote service leads to access gaps, employees may be expected to return to campus to complete their work. In that case, employees must follow all of the procedures outlined in this 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 Spring 2021 will be assigned a "COVID 19: Safe Start" safety course in Canvas. The training will cover material specific to this plan, including the safety expectations for in-person instruction and services.

### 3.1 Employee Training

Human resources will work to assign the COVID: 19 Safe Start Training in Canvas. Each employee's supervisor will be responsible for ensuring that they have completed the training before starting work on campus Winter 2021.

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

### 3.2 Student Training

All students will be assigned the COVID:19 Safe Start Training in Canvas. The training module will be available for each hybrid instructor to add to their Canvas course platforms. Each instructor will ensure that their students have completed the training.

## 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 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 6 feet away from each other when feasible. 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
- 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
- Reconfigure workspaces and classrooms to ensure physical distancing
- 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
- Stagger entry into buildings
- Use one-way traffic patterns in buildings
- Use distancing markings throughout campus buildings
- Post signs to remind students/personnel of physical distancing, PPE requirements and to wash their hands
- Avoid sitting face-to-face
- Use virtual meetings even when on campus
- Reduce vehicle capacity by at least 60% and maintain a 6 foot separation
- Areas not in use (common areas) will be blocked off to prevent access and/or furniture may be removed

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.

## 4.3 Personal Protective Equipment (PPE)

- 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 Accommodations

The [Safe Start Guide for Washington state agencies](#) requires Lower Columbia College employees either to stay home, or go home, if they feel sick or appear sick. If an employee, during the health screening process, has a temperature of 100.4°F or higher, or answers in the affirmative to any of the health screening questions (See [Appendix F-1](#)), that employee will be denied entry into the facility or property.

### **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 issued Proclamation 20-46, which prevents all employers, public or private, from failing to provide accommodation to high risk employees, as defined by the Centers for Disease Control and Prevention (CDC), that protects them 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. Governor Jay Inslee has extended protections for individuals at increased risk due to COVID-19 by issuing Proclamation 20-46.3 (see link). Additional FAQ guidance about the proclamation can be found here.

The proclamation continues to protect employees who are 65 years or older and/or who fall within the CDC's list of those who are "at increased risk or might be at increased risk" of severe illness from COVID-19.

Specifically:

1. The employer must offer these employees alternative work assignments, including telework, alternative, or remote work locations, if feasible, and social distancing measures;
2. If an alternative work assignment is not feasible, or the employee declines, the employer must allow the employee to use any accrued leave or seek unemployment benefits;
3. The employer must maintain the employee's health insurance benefits;
4. The employer is prohibited from permanently replacing high-risk employees.

However, there have been changes to the proclamation. As of April 23, 2021, **employees are no longer guaranteed accommodation if they are not engaging in the reasonable accommodation process** with the employer. It is within the discretion of the employer to seek medical documentation to verify a high risk employee's work accommodation. Employers making changes to employees' existing accommodations under the high risk proclamation must provide written notice at least 14 calendar days prior to the effective date of the change.

**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 the Proclamation, please complete the High Risk Accommodation Form and reach out to Human Resources at [hr@lowercolumbia.edu](mailto:hr@lowercolumbia.edu) so we can begin the interactive accommodation process.**

This proclamation remains in effect until further notice.

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. 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

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 prior to class start:

- Check for social distancing during class check in.
- Check that everyone is properly utilizing face coverings.
- Check that health screening has been completed.

The site safety supervisor will make the following checks during class operations:

- Check for social distancing during class.
- Check that everyone is properly masked.
- 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 and Employee Location Logs

In order to ensure efficient contact tracing, we are implementing three options for checking in upon your arrival to campus (see options below).

- You must check in with a Health Monitor if your building is offering instructional classes.
- You may call 360-431-8839 or email [jarrowsmith@lowercolumbia.edu](mailto:jarrowsmith@lowercolumbia.edu) or [rjukila@lowercolumbia.edu](mailto:rjukila@lowercolumbia.edu).
- You can use the sign-in sheet located near the primary entrance to each building.

It is required that one of the check-in options above be utilized if you enter a building on campus (you only have to do one).

These tracking tools may become critical in the event we have a person on campus who tests positive for COVID-19. It will help expedite the process of notification and help to slow, or stop, further spread of the virus. See [Appendix F-3](#) for location of log sheets.

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

## 9.0 Vaccines

Washington State residents 16 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](#) section for more details.

## 10.0 Small Department Meetings

Faculty/staff meetings do not fall under the higher education proclamation because they do not provide direct instruction or service to students. The Governor's Office has confirmed it's appropriate for colleges to follow [library meeting room guidance](#) when planning department meetings. The limit for phase 2 is five people. The limit for phase three is 50% of the room's capacity, with no more than 10 people in the room (SBCTC 4/22/2021).

## 11.0 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](#)).

### 11.1 General Classroom Planning

General use classrooms and lecture style 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.

### 11.2 Laboratory and Vocational Class Planning

Laboratory and vocational classes that require participation in more dynamic physical activities than a general studies class may need to create their own safety plan outlining how each of the following will be addressed:

1. Hygiene
2. Physical Distancing

### 3. Cleaning and Disinfecting

Laboratory and Vocational class plans should be uploaded to [Appendix A](#) of the “Safe Back to School Plan.”

## 12.0 Student Services Planning

Each department within Student Services must create a safety plan that covers what COVID 19 mitigation strategies they will use. The plan should be specific to their operational parameters and consider each of the requirements outlined in this plan.

Student Services plans must be uploaded to [Appendix B](#) of this plan.

## 13.0 Administrative Services Planning

Critical administrative services will remain operational to support essential instructional programs. Directors, managers and supervisors must take steps to maximize teleworking options if all possible. Many staff in these critical functions will be required to work on campus based on their job duties. Those employees who must come to campus to perform work must complete required training and follow all of the provisions in this plan.

- Facilities
- Payroll
- Finance
- Security
- Environmental Health & Safety (limited operations) ([Appendix C-1](#))
- Information Technology
- Bookstore (limited operations)
- Food Services (not operational at this time)
- Gymnasium/Fitness Center (not operational at this time)

## 14.0 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.

## 15.0 Athletics Planning

LCC’s athletics programs will function according to the rules outlined by the [Healthy Washington plan](#) in conjunction with [NWAC Health and Safety Policies](#).

Per NWAC policy:

- There will be no tournaments for any NWAC sport until further notice.
- No overnight travel unless approved by presidents of each school participating and the NWAC office.
- LCC's athletic plans are located in [Appendix D](#) of the Safe Back to School Plan.

## 16.0 Transportation and Travel Planning

LCC has cancelled all non-essential travel. Academic field trips will be considered upon request.

LCC has developed the COVID 19: Transportation and State Vehicle Safety Plan to provide employees and students with clear operating guidelines and safety expectations for travel in college owned vehicles. Failure to meet the requirements of this plan could result in sanctions, including travel privileges being rescinded.

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.

## 17.0 Customer and Visitor Expectations

Customers and visitors are required to wear face coverings and may be required to use other PPE

- Customers and visitors are required to wear face coverings. This is outlined in DOH Secretary, John Wiesman's [Order of the Secretary of Health 20-03](#), and the governor's proclamation [20-25.6](#).
- In some cases, customers may be required to use other PPE. This requirement helps prevent the spread of viruses to employees and other customers and visitors.
- LCC will make sure physical distancing requirements or barriers are in place to minimize close contact and identify areas where close contact is still happening. This can help LCC determine if other PPE is required.
- The CDC and DOH define close contact as someone who was within six feet of someone with COVID-19 for at least 15 minutes in a 24 hour period.
- Additionally, vendors must follow [LCC's Contractor/Vendor Check- In Procedure](#).
- See [Appendix F-1](#) for information on non-compliance.

### 17.1 General Community Members

Due to COVID-19 restrictions and requirements, and LCC's commitment to providing as safe an environment as possible for our campus community, LCC is not permitting members of the general public to access campus for a duration longer than what is necessary to traverse the exterior of campus.

## 18.0 Responding to a Suspected or Confirmed Case

### 18.1 Emergency Team Notification

If a faculty member or employee learns that a confirmed or suspected COVID 19 case has been on campus within the previous 14 days, they must submit notification to [COVID@lcc.ctc.edu](mailto:COVID@lcc.ctc.edu). If necessary, the EOT will convene an emergency meeting to establish precise next steps. The EOT will use the Response Flowcharts ([Appendix F-5](#)) and guidance established by the Department of Health and the Center for Disease Control and Prevention to make decisions related to response.

### 18.2 Campus Notification

- Suspected Case Notification: Anyone impacted by closing campus facilities for cleaning, or who potentially had “close contact” with the individual who is suspected to have the virus will be notified of suspected cases. According to the CDC, “close contact” refers to anyone who had contact within six feet for more than fifteen minutes in a 24 hour period.
- Confirmed Case Notification: Campus notification will occur for any confirmed cases, 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. See also: [campus notification template \(for confirmed case\)](#).

### 18.3 Facility Closure and Disinfecting

All cleaning and disinfecting done in response to a suspected or confirmed case on campus will be done according to the Campus Cleaning and Disinfecting Procedure ([Appendix F-6](#)).

#### **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.

## 19.0 Reporting Concerns

If anyone has concerns related to their safety or the contents of the Safe Back to School Plan, they should report their concerns immediately by emailing [covid@lowercolumbia.edu](mailto:covid@lowercolumbia.edu).

## 20.0 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](#)

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