COVID-19 EXPOSURE CONTROL, MITIGATION, AND RECOVERY PLAN (CECMR)

Purpose

The COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) serves as the written guideline for how Pierce College will safely recover essential instructional programming and support functions in accordance with the WA State's Phase 2 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements.

The COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) shall ensure:

- Critical resources are directed toward the safe recovery of all college functions
- Recovery processes are developed and implemented with health and safety as top priority
- Control measures are put in place for safeguarding of the health and wellbeing of faculty staff and students at all college locations prior to reopening operations

Scope

The CECMR identifies and documents the critical resources, processes and control measures that the college will undertake in the recovery process. The plan will be rolled out in instructional programming phases and addresses COVID-19 safety trainings; on-site physical distancing; symptom monitoring and reporting; exposure response procedures; hygiene; PPE utilization; sanitation and site decontamination procedures; and a facility post-exposure incident recovery plan. The plan is meant to be a living breathing document that will be implemented in phases. As new phases are added the plan will be updated and essential work and instructional programs locations will be added in appendices.

Notification

During all activities, The CECMR will be posted at each essential workspace and instructional program location and be made readily available at these locations to all employees and students, and for inspection by state and local authorities.

Applicability and Activation

With signature from the college's Chancellor and Presidents, the CECMR confirms Pierce College's commitment to the safety of all members of our community and requires that all faculty, staff and students adhere to all guidelines set forth in this plan. The CECMR is activated upon the date and time that the abovementioned sign the plan into action and will remain active until officially deactivated. Under advisement of the Governor, the Chancellor and college Presidents will deactivate the plan and return to the normal college schedule.

Upon this signature, we certify that this **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) for Phase 2** is fully activated and will be adhered to by all employees and students of pierce College.

_____   _9/23/20_____

Michele L. Johnson, Ph.D.   Date

Chancellor, Pierce College

_____   9/23/20_____

Darrell L. Cain, Ph.D.   Date

President, Pierce College Puyallup

_____   9/23/20_____

Julie A. White, Ph.D.   Date

President, Pierce College Fort Steilacoom

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COVID-19 Supervisor

The COVID-19 Supervisor, or designee will be present at every location to monitor the health of faculty, staff, and students and enforce the COVID-19 location specific safety plan at all times during work and instructional activities. The Supervisor and designees will work collaboratively to ensure that the plan expands when new programs are added by phase and remains current with any changes to COVID-19 guidelines.

Program/Department Specific Designees will be designated for each authorized program/department as more programs and services become available on campus. A current listing of all Program/Department Designees is available by contacting the District Health and Safety Specialist Jose Nieves, jnieves@pierce.ctc.edu, 253-964-6632.

Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized program, and all employees upon arrival through the online check-in tool, perform temperature scan (program specific), complete health screen, and verify online safety training was completed.
- Check in all visitors upon arrival, perform temperature scan and conduct a verbal health screen, record the visit on the visitor's log, and maintain log records.
- Monitor the continual health of students and employees within program/department area during all operating hours.
- Perform spot checks to ensure that all COVID-19 safety measures are adhered to, including on-site physical distancing, hygiene, and sanitation.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

COVID-19 Safety Training

Safety training will be administered online and cover the CECMR, the preventative measures in place, and rights and responsibilities of the employee/student. This training must be completed by all faculty, staff, and students enrolled in an authorized program prior to participation in any on-campus activity. The COVID-19 Supervisor and program/department specific designees will be responsible for verifying that online safety training was completed on the first day of returning to work/class, and that the employee has completed a weekly refresher thereafter.

Spot Checks

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, hygiene and sanitation practices. Spot checks will be logged by the designee on the spot check log and all deficiencies will be immediately report to the COVID-19 Supervisor for immediate corrective action.

On-site Physical Distancing

Physical distancing of at least 6-feet of separation must be maintained by every person at the location at all possible times. In instances where the 6-feet separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all employees/students performing those activities prior to commencing and appropriate PPE and other controls must be implemented.

Choke Points and High-Risk

Areas have been identified at all locations where workers and students typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access. Floors have been marked with tape in these areas to ensure safe passage and physical distancing can be adhered to

Restrooms

- Employees and students will go to the restroom one at a time and perform hand hygiene before exiting.
- Upon returning, employees and students will enter through the designated area and put on required PPE.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks and lunches will be taken in separate locations or in shifts.
- Student lab and simulations will be scheduled in 2-4-hour blocks with no lunch area provided.
    - Student breaks can be taken in individual student designated areas or students can go through exit/entrance procedure of removing and putting on of disposable PPE to go outside for breaks, where physical distancing must be observed.

Student Lockers

- Lockers will not be available for use.
- Students are encouraged not to bring items with them that cannot be kept on their person.

Elevators

- Use of stairwells will be encouraged. Elevators may be used as an alternative to stairs as needed. Elevators will be used by only one person at a time.
- Elevators will be sanitized between cohorts and/or employee shifts.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate will be required for the activity being performed.

- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear a face covering will result in dismissal from campus.
- Employee and Student training on the proper use of PPE will be provided as part of the specific COVID-19 program training.

If appropriate PPE cannot be provided by the school, the activity is not authorized to commence, recommence, or the site must be shut down.

Hand Hygiene Preventative Measures

Ample soap and running water will be provided at all locations for frequent handwashing

- Employees and students will be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Hand Sanitizer, disinfectants, and cleaning supplies will be readily available throughout the location and will be frequently replenished.

Hand Hygiene Preventative Measure signs will be posted in appropriate areas visible to all employees and students with required hygienic practices

Health Symptom Monitoring and Reporting

All faculty, staff, and students will be informed to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case.

Eligibility to be On-campus

- Any faculty, staff, or student who is asymptomatic (shows no signs of the flu or Covid-19), and
- Has not tested positive for influenza or COVID-19, and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has not tested positive for influenza or COVID-19)

All faculty, staff, and students must inform their supervisors/instructors if they have a sick family member at home with COVID-19. If an employee or student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.

All faculty and staff who do not believe it is safe to work shall be allowed to remove themselves from the location. The college will ensure that the expanded family and medical leave requirements included in the Families First Coronavirus Response Act are followed or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.

Exposure Response Procedures

If a faculty, staff, or student develops symptoms of acute respiratory illness, they must seek medical attention and inform their supervisor or program faculty. If symptoms develop while they are not

working, the faculty, staff, or student should not return to campus until they have been evaluated by a healthcare provider.

- The student/faculty/staff could return following the CDC guidelines for "How to discontinue home isolation."

If a faculty, staff, or student is confirmed to have COVID-19 infection, the college will inform fellow employees and students of their possible exposure to COVID-19, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The college will begin contact tracing and instruct everyone on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

If symptom onset occurs while on-campus, the college will take the following immediate actions:

1. Ensure that the sick person is not in immediate distress, is comfortable and wearing a proper face mask (mask may need to be exchanged for one more suitable for sick patient).
2. Arrange for the sick person to be immediately sent home or isolated until alternative transportation can be obtained. The college has designated Room C224 and ADM 139 as isolation rooms.
3. The college's incident command system will then initiate the appropriate protocols.

Prior to Day of Daily Arrival for Work/Class/Lab

Online Safety Training

All Faculty, staff, and students must complete the online Safety Training prior to their first day of arrival on campus and a weekly refresher thereafter. Online training link: http://communities.des.wa.gov/ets_training/Keep/RTWCE/story_html5.html

Online Health Screening:

All faculty, staff, and students must take an online health screening at home prior to arrival.

An Online Health Screening will be available to students/faculty and staff for self-screening.

Employees: Pierce College COVID-19 Access and Departure Form

Students: TBD

- If "YES" was answered to any question, the program director, lab faculty, or supervisor will be contacted.
  - The student/faculty/staff would be rescheduled for work/lab and medical follow-up would be encouraged per DOH guidelines.
  - The student/faculty/staff could return following the CDC guidelines for "How to discontinue home isolation."

Faculty and Staff – Approval Process for Work on Campus/One Day Visit

VP approval is required for all employees to work on campus for both ongoing and one day visits.

- If the activity is ongoing, this approval can be granted once on a continual basis.

- Once approved, the VP will send out a confirmation to the employee with instructions to complete both the online Safety Training (one time) and Health Screening.
  - These must be completed prior to arrival on campus.
- **Note**: One day visits to stop by the office or to grab necessary work requires the same process; Approval, Safety Training, and Health Screening.

Facial coverings must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear face covering will result in dismissal from campus.

Student – Daily Class/Lab Check-in Procedures

Upon arrival to campus, students will check-in daily for class or lab at the designated program specific check-in location. All programs will have designated pre-entry, entry, lab/class, debriefing, and exit areas.

Faculty/staff will use appropriate PPE (mask and gloves).

Prior to entering their authorized classroom/lab room, students will be instructed not to gather in social areas of buildings and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into class/lab. This will be strictly enforced

Location Log of all Campus Attendees

The online Health Screening form will create a daily attendance log of all approved employees and students enrolled in an authorized instructional program. This daily log will be securely retained for a minimum of four weeks in accordance with all FERPA and HIPAA requirements.

- The log will include the name, phone number, and email address of all attendees for potential COVID-19 tracking purposes.

Visitors/Vendors/Contractor

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes. All visitors/vendors/contractors on campus must wear masks at all times, regardless of duration of visit

A Visitor Log will be kept for a minimum of six (6) months and will include the name, phone number, and email address for potential COVID-19 tracking purposes.

- Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire.
  - A "Yes" response to the questionnaire indicates illness and the visit will be rescheduled.
  - The visitor could return following the CDC guidelines for "How to discontinue home isolation".
  - Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear face covering will result in dismissal from campus.
  - Visitors, vendors, and contractors must wear a personal face mask to be present on campus.
- Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.

Daily Sanitation

Prior to the start of lab and in between every student group/class, faculty and staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach only used if other options are not available) to wipe down.

- Custodial Staff will disinfect all facility spaces, fixtures, furniture and non-specialized equipment to the sanitation and disinfection levels identified in the Custodial Cleaning Standards and Training Guide (Appendix H).
  - Entry, Exit and Common Areas
  - Tables & Chairs
  - Lab Doors & Door Handles
  - Countertops & Sinks
  - Restrooms
  - Stairways
  - Elevators
- Instructional Program Spaces

(Program Faculty) Custodial staff will provide support in the sanitation of specialized instructional equipment at the request of the program

- Supplies

Will be placed in each area after cleaning, with gloves being worn during handling. Any supplies that are reusable will be cleaned; reusable supplies that cannot be cleaned will now be one use only (i.e. split gauze pads)

If any areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.

If an employee or student reports feeling sick and goes home, the area where that person worked will be immediately disinfected. This level of sanitation does not apply if a Covid-19 case is confirmed in the area. If this was to occur the Facility Post-Exposure Incident Recovery Section of this plan would be enacted.

Facility Post-Exposure Incident Recovery

In the event of a confirmed +COVID-19 exposure on-campus, the college will take the following actions to decontaminate the area. (Appendix N)

1. Immediately evacuate the area of all occupants; secure entries.
2. Follow guidelines promulgated by the Tacoma-Pierce County Health Department, State of Washington Department of Health, and the Federal Center for Disease Control before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
   a. During this waiting period, open outside doors and windows to increase air circulation in these areas.
3. Clean dirty surfaces before disinfecting them.
4. Disinfect surfaces, using products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are appropriate for the surface.