

**PIERCE COLLEGE**



*possibilities. realized.*

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

### Purpose

The COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) in accordance with [governor's Proclamation 20-12.1](#) (Higher Education – Fall 2020), [Campus Reopening Guide](#) and [L&I requirements](#) serves as the overarching policy for how Pierce College will safely recover essential instructional programming and support functions in accordance with the WA State's Phased approach ([Health Washington](#)) to Critical Infrastructure Restart Requirements. Additionally, in order for departments (instructional/non-instructional) of the college to recommence on-site operations, they must develop department specific safety plans using the college's [safety plan template](#) which will reflect their unique needs, environments and potential hazard exposures.

### 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 safety and health of employees 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 address 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 document implemented in compliance with evolving guidance from the state.

### Notification

The CECMR will be posted on the college website. In addition, each department (instructional/non-instructional) will maintain a department or activity specific safety plan which has been reviewed and approved by the college Incident Command Structure (ICS) group comprised of the executive team and key personnel. The department specific plan will be made available to employees and students and subject to inspection by college, local and state authorities.

### Applicability and Activation

Through implementation of the CECMR, the college's chancellor and presidents confirm Pierce College's commitment to the safety of all members of our community. Furthermore the CECMR will remain active until officially deactivated under advisement of the governor, the chancellor and college presidents.

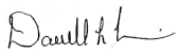
Upon this signature, we certify that this **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR)** is fully activated and will be adhered to by all faculty staff and students of pierce College.



**Michele L. Johnson, Ph.D.**  
Chancellor, Pierce College

3-12-2021

Date



**Darrell L. Cain, Ph.D.**  
President, Pierce College Puyallup

3-12-2021

Date



**Julie A. White, Ph.D.**  
President, Pierce College Fort Steilacoom

3-12-2021

Date



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### COVID-19 Supervisor

The COVID-19 Supervisor, or designee is responsible to implement all elements of the department's safety plan as written and to monitor the health of employees and students at all times during operational activities. The Supervisor and designees will work collaboratively to ensure that department's plan remains current with changes to state and local COVID-19 guidelines.

A current listing of all current department-specific safety plans is available by contacting the District Health and Safety Specialist Jose Nieves, [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu), 253-964-6632.

### COVID-19 Designee Responsibilities

- Be present or available for contact during all department operating hours.
- Ensure all students and employees covered by the plan submit their daily online [health check form](#).
- 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

A briefing must be conducted for employees and students to explain the protective measures, expectations and procedures covered in the department specific safety plan. Unless the safety plan is for a one-time activity, a weekly review must be conducted which includes briefing any new updates to the plan.

#### Disease prevention and mitigation training

COVID 19 Supervisors must provide education concerning symptom detection, sources of exposure risk to COVID-19 and prevention measures. The link below will access training concerning the aforementioned requirements: [http://communities.des.wa.gov/ets\\_training/Keep/RTWCE/story\\_html5.html](http://communities.des.wa.gov/ets_training/Keep/RTWCE/story_html5.html)

### Spot Checks

The COVID-19 Supervisor and designees will perform spot checks during department operating hours to ensure that all preventative safety measures set forth in the safety plan are being met. This includes on-site physical distancing, hygiene and sanitation practices. Any deficiencies will be immediately reported to the COVID-19 Supervisor for immediate corrective action.

### On-site Physical Distancing

In accordance with the [Governor's proclamation for higher education](#), the number of persons who can gather onsite for instructional activities is determined primarily by the capability to maintain a six foot distance between persons. Where physical distancing cannot be maintained, administrative or engineering controls (PPE/physical barriers) must be implemented to minimize exposure.

Non instructional activities must comply with [Healthy Washington plan](#) requirements unless otherwise informed.

### **Restrooms**

- Employees and students are encouraged to use the restroom one at a time and perform hand hygiene before exiting.
- Restrooms will be sanitized throughout the day by Custodial Services in accordance with frequency of use by departments operating within the vicinity.

### **Break/Lunchroom**

- Faculty and staff breaks and lunches should be taken in separate locations or in shifts.
- 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 by custodial services 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.
- The college will provide PPE for both employees and students, although they may provide their own. Contact Daniel Timmons (253-840-8318) in Facilities for more information.
- PPE requirements are determined by the specific hazard present in the environment. For example, some activities may require N95 type air purifying respirators (APRs) to mitigate respiratory hazards. Please contact the District Health and Safety Specialist if unsure of proper PPE level.

### **Hand Hygiene Preventative Measures**

Ample soap and running water will be provided at all locations for frequent handwashing. The COVID-19 Supervisor must communicate and enforce the following:

- Frequent handwashing: location of hand wash stations, frequency of handwashing, when to wash
- **Sanitizing of hands:** If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol. See CDC guidance [go.usa.gov/xv6qj](https://www.cdc.gov/xv6qj)
- Covering coughs and sneezes: visit CDC's coughing and sneezing etiquette: [go.usa.gov/xv6qN](https://www.cdc.gov/xv6qN)
- Face coverings: All persons must wear face coverings indoors. Face coverings must be worn outdoors if 6 feet of distance cannot be maintained from others. See L&I's "[Which Mask for Which Task?](#)" for more information.
- Provide reminders: Verbally and by posting signs, flyers, announcements etc... in the operations area.
  - Print resources: Free print resources to communicate disease prevention (posters, flyers, infographics, etc...)
    - [Centers for Disease Control](#)
    - [Tacoma Pierce County Health Department](#)

### Online Health Screening:

All persons must submit the online Health Check Form prior to arrival on-campus or engaging in a college activity. Those who report experiencing COVID-19 symptoms must not come to campus or engage in college activities. If no symptoms of illness are indicated on the Health Check Form, reporters may proceed as planned.

The Health Check Form can be accessed by visiting the [Coming to Campus](#) page on the college web site

### In-person health screenings

Departments conducting in-person health screenings must do so in accordance with WA Department of Health [guidance](#) and guidance specific to the needs of the department's operation.

### Reporting positive COVID-19 cases and exposures

Individuals involved in or having knowledge of positive COVID cases and exposures must immediately notify Jose Nieves or Jeff Schneider

Jeff Schneider, District Director of Campus Safety, [jschneider@pierce.ctc.edu](mailto:jschneider@pierce.ctc.edu), office: 253-964-6221

Jose Nieves, District Health and Safety Specialist, [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu), office: 253-964-6632

### Non-emergency issues or complaints

Non-emergency issues or complaints may be submitted using the online [Pierce College General Complaint Form](#)

### Eligibility to be On-campus

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

### COVID-19 Related Policies and Protocols

The Families First Coronavirus Response Act (FFCRA or 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 Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the **effective date through December 31, 2020**.

All employees 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.

Click on the following link for more information on HR leave policy: <https://www.pierce.ctc.edu/hr-benefits-leave-absence>

#### Return to work guidance

##### Isolation

Individuals who have tested positive for COVID-19 may not come back to campus or engage in college activities until they either have been cleared to return by a health care provider OR have met Tacoma Pierce County Health Department (TPCHD) [criteria for discontinuing isolation](#). Health Department staff will help you determine your isolation period.

##### Quarantine

Individuals who have had "[close contact](#)" with someone who has tested positive for COVID-19 may not come back to campus or engage in college activities until they have met [TPCHD criteria for discontinuing quarantine](#). Health Department staff will help you determine your quarantine period.

##### COVID-19 testing in lieu of quarantine

Students and employees who wish to provide the college a negative viral COVID-19 test result in order to return to campus in lieu of remaining in quarantine for 14 days must wait at least **5 days** after exposure before taking a test.

Waiting to test 5-7 days after exposure is ideal in order to account for the virus incubation period, otherwise there is a possibility of receiving a false negative test result. This means a person who tests too soon after exposure may still be infected, even though they receive a test result that indicates they are not.

**Note:** Contact Jose or Jeff for help with return-to-work guidance.

##### Exception to mask wearing requirement

Employees with a medical or disability issue, who request accommodation, must provide an accommodation statement from their medical professional specifying that a face covering or mask should not be worn due to their present health condition.

##### Protocols

- Employees will be informed of possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Employees will be required to stay home or go home if they feel or appear to be sick with COVID-19.
- Areas occupied by persons suspected or confirmed with COVID-19 will be temporarily cordoned off until they are deep cleaned and sanitized in accordance with CDC guidelines.
- Employees coming on to campus are required to submit an online symptoms screening questionnaire (see section: Health screenings)
- Employees must self-report to their supervisor if they are sick.

### **Exposure Response Procedures**

If employees or students develop 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 employee or student should not return to campus until they have been evaluated by a healthcare provider.

- The employee or student can return following health department guidelines
  - [“COVID-19: Should you quarantine or isolate?”](#)

If an employee 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 based on the specific situation.

### **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 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

- Upon arrival, all visitors, vendors, and contractors must coordinate their visit with a COVID-19 designee and 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](#)”.
- Upon successfully completing the health screening process, they will be allowed access to the location needed to perform their work.

### Daily Sanitation

Prior to the start of class/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 high touch surfaces and equipment.

- 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.
  - 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**

The CDC provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>

#### Positive Case of Covid-19 on campus protocol

As indicated in the Incident reporting section above, persons with knowledge of a positive case of COVID-19 on campus must report the matter to the District Health and Safety Specialist or District Campus Safety Director (see incident reporting above for contact information). Attempts at contact must persist until one of the two individuals is reached. The appropriate protocol will be initiated based on the specific circumstances surrounding the reported incident.

Site decontamination procedure - As per CDC guidelines, Facilities will:

- Close off areas occupied by ill persons and increase ventilation rates.
- Wait a period of 24 hours or as long as practical before beginning cleaning and disinfection.

Using approved cleaning products, cleaning staff will clean and disinfect common areas such as bathrooms and frequently touched areas that may have used by the ill person.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **Questions concerning this safety plan**

Please contact Jose Nieves, District health and Safety Specialist for any questions, comments or concerns pertaining to this document

Office: 253-964-6632

Email: [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu)