

Pierce College Safety Plan Template for COVID-19

Washington State Higher Education Reopening Plan

In accordance with the Governor's [Proclamation 20-12.4](#) (Higher Education – July 2021), [Campus Reopening Guide](#) and [L&I requirements](#), Pierce College activity/event planners must develop and implement a COVID-19 safety plan in order to operate on or off campus. This requirement applies to gatherings of one or more persons to include contractors working on Pierce College property as well as any other authorized guests.

Note: College divisions or departments wanting to re-initiate **daily operations** on campus, please use the **Supplementary Safety Plan** instead of this template. **Exception:** Divisions or departments with *increased operational risk* may be required to complete this safety plan template to ensure implementation of mitigations to reduce risk. The ICS (see below) team will advise when this is the case.

Definitions

Division or Department: Term used throughout this form to refer to subordinate units of the college.

Planned Activity: Any planned activity, event or gathering of one or more persons associated with Pierce College.

Daily Operations: Ongoing operations which require employee on-site presence.

Incident Command Structure team (ICS): Pierce College's emergency management structure comprised of the college's executive team (e-team) and key personnel.

Safety Plan Template

This safety plan template is the tool used by the college to process requests by supervisors or other planners to conduct activities or events on and off campus. It also serves as a guide to facilitate development of a regulatory compliant safety plan. This template may also be used (as applicable) by outside entities for operations on Pierce College campuses.

Instructions

Supervisors (Deans/Directors and above) or their designees, with at least **7 days** lead time, please complete this safety plan template in as much detail as possible and submit for review and approval following the process outlined below. Approved templates become your safety plan and must be kept current with changing guidance and be available for inspection. Please address the **Guiding Principles** in the space provided when completing this template.

Safety Plan Approval Process:

1. Supervisor or designee requesting a return-to-campus determines/discusses the need/rationale with supervisor.
2. If approved, the supervisor or designee uses this template to develop a regulatory compliant safety plan.
3. Send the completed plan template to both Jeff and Jose (see contact information below).
4. Jose and Jeff will review the submitted safety plan; if it does not meet compliance standards, it will be sent back for revision.
5. Plans that meet safety standards are sent forward to the ICS
6. ICS may either approve, deny, or recommend plans for further review by the Return to Campus committee (RTC).
 - If referred to the RTC, the committee will review and submit a recommendation to ICS.
7. **If the ICS approves the plan**, the submitter will be notified of the next steps to implement the plan.

Contacts

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

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

Guiding Principles

The guiding principles and questions below are used by the ICS and RTC when evaluating requests by departments and activity planners to resume operations on campus. Please address each principle and its associated questions in the space provided below.

Note: Plans that do not address the guiding principles will be sent back for revision.

Equity

- How will our most marginalized students be affected by this plan?
- Are there other groups that will be disproportionately impacted by this plan?
- How will employees across classifications be impacted by this plan?
- Are there ways to mitigate any disproportionate harmful impacts?

Health and Safety

- Does this plan align with all local, state, and federal requirements for social distancing, PPE, testing, and contact tracing?
- How does the volume of individuals that would be coming to campus affect health and safety risks?

Quality of Educational Opportunities

- How will the quality of the student experience be affected by this plan? How would returning to campus change students' experiences?
- If employee-related: How would returning to campus change the employees ability to serve students or employees?

Fiscal Impact

- What resources are required for any mitigation strategies suggested by the plan (PPE, air filtration, temperature checking, etc.)?

Submitter comments addressing guiding principles

Equity

Health and Safety

Quality of Educational Opportunities

Fiscal Impact

Type of return-to-campus request

Division/Department: Planning an activity or requesting ongoing access for an individual or group

Planned Activity: For activities either on or off campus which include gatherings of students and/or staff

Name of division/department, group, or individual seeking access and a brief description of planned activity:

Dates and planned hours of operation (complete schedule of activities):

Expected number of persons participating in this activity:

Buildings, spaces, locations which department or activity intends to utilize.

Date of plan (Date ICS approved plan):

Last updated:

COVID-19 Supervisor: (name/contact information of person(s) responsible for implementing plan requirements)

***Note:** COVID-19 Supervisor or designee must be available for contact during times of operation and is responsible to enforce the safety plan. Inform all persons covered under this plan how to make contact with Covid-19 Supervisor

Physical Distancing

Current COVID-19 standards require all persons maintain **3 feet** of physical distance from others. Describe how physical distancing will be maintained while on site.

Note: In accordance with the [Governor's proclamation for higher education](#), the number of persons who can gather on-site for **instructional activities** is determined primarily by the [capability](#) to maintain a three 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 the Washington Ready plan requirements unless otherwise informed.

Strategies for physical distancing

- Avoid large gatherings
- Implement approximate sq. ft. /# of person allowed
- Physical barriers
- Visual cues or markings
- Signs
- Different service model (call in, drive through, virtual)
- Use Hierarchy of Controls to mitigate COVID-19 exposures: [go.usa.gov/xvHhM](https://www.cdc.gov/xvHhM) (CDC)

Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. COVID-19 Supervisors must implement the items listed below. Additionally, please describe the location of available handwashing facilities

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 3 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](#)

Note: Providing personal protective equipment is the college's responsibility although employees and students may provide their own. Contact Daniel Timmons (253-840-8318) in Facilities for more information.

Cleaning and Disinfecting

In most situations, the [risk of infection from touching a surface is low](#). The most reliable way to prevent infection from surfaces is to [regularly wash hands or use hand sanitizer](#).

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility. Pierce College Facilities department follows a routine cleaning schedule that satisfies this standard.

Cleaning supplies and wipes are readily available for individuals to clean their own spaces if desired.

Note:

- If there has been a sick person or someone who tested positive for COVID-19 in your area of concern within the last 24 hours, the Covid-19 Supervisor must coordinate with Facilities to clean AND disinfect the affected space.
- **Facilities cleaning support:** Contact Daniel Timmons (253-840-8318) for cleaning supplies/equipment, sanitizer, wipes, and other related items.

Personal Protective Equipment (PPE)

Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain individual health and safety. Describe the PPE being used, when it will be used and how use of it will be enforced:

Standard PPE: Masks (face coverings), Eye protection, Gloves, Gowns or capes: 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.

Note: 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.

Health screenings

Current COVID-19 guidelines require health screenings prior to each campus visit or prior to participating in a college activity.

Describe your health screening process if it significantly differs from the requirements listed below or simply state that you will follow the listed requirements:

Health Check Form: All persons must submit the online Health Check Form *prior to* arrival on campus or participating 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

Reporting positive COVID-19 cases and exposures

Individuals involved in or having knowledge of positive COVID cases and exposures on campus must immediately notify Jose Nieves or Jeff Schneider (see contact information on page 1)

In-person health screenings for COVID-19:

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.

COVID-19 Related Policies and Protocols

Sick leave

Employees with questions concerning leave and other COVID work related impacts should contact Serena Mitchell at Human Resources. Human resources will help employees determine what leave benefits or alternative work accommodations may apply to an employee's given situation

Office: 253-912-2343

Email: smitchell@pierce.ctc.edu

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 have either 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 (see page 1 for contact information) 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.

Travel

After August 1 2020, 14 day quarantines are not required for *domestic* travel. All *international* travelers must self-quarantine for 14 days.

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/Voluntary contact tracing).
- Employees must self-report to their supervisor if they are sick.

Incident reporting

Incident reporting: All COVID related incidents must be immediately reported via email followed by a call to the District Health and Safety (DHS) Specialist or the District Campus Safety Director.

Jeff Schneider, District Director of Campus Safety, schneider@pierce.ctc.edu, Office: 253-964-6221

Jose Nieves, District Health and Safety Specialist, 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](#)

Site Decontamination/Incident Response

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.

Department or Activity Specific Safety Requirements

Are there additional methods you must employ or resources specific to your operation you will need in order to minimize risk to employees, students, or members of the public? Reference an attachment if not enough space.

COVID-19 Safety Training

Basic workplace hazard education about coronavirus must be provided to employees and students.

Name and contact information of person who will ensure the training requirements outlined below are met

Safety training

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

Disease prevention and mitigation training

Provide education concerning symptom detection, sources of exposure risk to COVID-19 and prevention measures. Have persons review the information at the link below:

http://communities.des.wa.gov/ets_training/Keep/RTWCE/story_html5.html

- Have persons attest to reviewing the information by signing a training record form.

Review of Covid-19 related policies (employees only)

Review with employees the COVID-19 Related Policies and Protocols outlined in the Policies section above.

Note: This plan may only be implemented upon Incident Command (ICS) review and approval (see below).

Name of Submitter (who is submitting this safety plan for review)?

Comments

Date submitted for review

Health and Safety Specialist/Campus Safety Review: Forward to ICS

Send back for revisal

Comments:

Review Date:

Incident Command review: Approved

Not Approved

Refer to RTC

Comments

Review Date:

Return to Campus Committee (RTC) review:

Comments

Review Date