

2021-2022 COVID-19 Academic Course Safety Plan

Effective September 21, 2021

(safety plans will be updated if guidance changes during the academic year)

Safety Plans

If additional information is required on how to apply the requirements to specific areas/department please contact the Public Health Director, Nicki Bly at nbly@highline.edu.

2021-2022 COVID-19 Academic Course Safety Plan: specific to students, staff, and faculty in on-campus courses.

COVID-19 safety is everyone's responsibility. Students, employees, volunteers, visitors, and contractors are required to be aware of COVID-19 safety requirements on campus and do their part to protect the health and safety of others.

1. COVID-19 Safety Plan

- a. Posted in CANVAS courses for students, faculty are required to review the safety plan the first day on-campus with students. Students who are not present on the first day or who start on a later date are required to review the safety plan independently.
- b. Faculty and staff are required to review the safety plan with their supervisor or designee in each area.
- c. The safety plan meets requirements and guidelines from the WA DOH and Governor for higher education.
- d. Posted on Highline College COVID-19 webpage.

2. Self-Check of COVID-19 Symptoms

- a. Working together each of us is responsible to do a self-check of our COVID-19 health when coming to campus.
 - o Students, faculty, and staff who believe they have COVID-19 symptoms are not to come to campus. Students should follow information provided by faculty in their syllabus when missing an on-campus course, faculty and staff follow HR requirements. It is recommended by the CDC and WA DOH to get a COVID-19 test if you have symptoms regardless of vaccination status.
- b. Doorways of buildings have a COVID-19 health check reminder poster which includes COVID-19 safety protocols for campus. (Online logging in/out health self-attestation system is no longer required as of September 21, 2021)
- c. Please do not assume symptoms of an individual are COVID-19. There are several medical conditions that have similar symptoms such as individuals with a cough or congestion may have allergies or asthma.

3. Social Distancing

We ask everyone to be aware of social distancing. Increased risk of the virus occurs when individuals crowd together, especially indoors. Avoid crowding together in areas, such as while waiting for a classroom door to open. Briefly passing other individuals or being <3' for short periods of time (a few minutes) is acceptable.

a. In a classroom:

- **Lecture classrooms** require every-other-seat spacing between students. Most classrooms will have extra chairs removed, in classrooms with where extra chairs were not removed a sticker/tag is placed on the seat that is not available.
 - Signs are placed reminding individuals to socially distance in high volume areas.
 - Students and faculty can move around the classroom as normal <3' distance from others. To be avoided is prolonged (>15 minutes) when <3' distance.
 - In some lecture classrooms small group work is required, in this situation chairs can be moved closer together and a face shield is required to be worn with a face mask. (<15 minutes face shield is not required but encouraged)
- **Lab classrooms:**
 - At normal seating (every seat occupied) a face shield worn with a face mask will be required.
 - Students and faculty can move around the classroom as normal <3' distance with no restrictions on time (due to the face shield barrier).
 - At 50% seating (every-other-seat) only a face mask is required.
 - Social distancing is required, briefly passing other individuals or briefly being <3' is acceptable. Avoid being <3' distance for more than more than a few minutes (especially >15 minutes).
 - Signs are placed reminding individuals to socially distance in high volume areas.

b. When meeting with faculty in an individual office:

- When possible meetings are encouraged to be done remote, Zoom is one example.
- If a meeting must occur in person using a larger space is recommended such as a conference room or a classroom.
- If a meeting must occur in a faculty office 3' social distancing is required. When not possible to socially distance faculty are asked to wear a face shield with a face mask. Students are required to wear a face mask and can wear a face shield with a face mask if desired.

- Plexiglass may be incorporated in areas where people have to wait in line at a counter and in some individual offices where meetings are required as the primary purpose of the space (such as service areas). A face shield worn with a face mask allows good airflow in a small space and is preferred in most situations.

c. Student Service areas:

- **In a waiting area**, such as waiting for an appointment, maintain an “every-other-person” distance when possible (approximately 3’ or every-other-seat).
- **At counter/desk/work area where individuals are ahead of you inline** please maintain 3’ distance when possible as you wait for your turn. Floor markers are found in several areas to assist with social distancing.
- **In a conference/large room** maintain every-other-seat, when not possible face shields are required to be worn with face masks.
- **Family units** do not have to maintain social distancing from other family members.

4. Face Mask Protocol

The face mask protocol follows State of Washington Department of Health order 20-03.4 Face Coverings – Statewide. The guidance follows CDC recommendations for requiring individuals in areas of substantial or high transmission, like Washington State, to wear face masks in indoor public places regardless of vaccination status, with limited exceptions.

College employees and students are required to familiarize themselves with the face mask protocol and follow it at all times. The protocol and its directives shall remain in effect until further notice.

Inside buildings on campus:

- a. **Face masks are required inside buildings** on campus and applies to all individuals coming on campus including students, employees, visitors, volunteers, contractors, service providers, vendors, and suppliers.
 - Vaccinated and unvaccinated individuals.
 - All individuals over the age of 5 years, however children ages 2-4 can wear a mask under close adult supervision.
 - Employees and students are encouraged to carry an extra face mask to use if their face mask is lost or becomes soiled.
- b. **Face masks must:**
 1. fit snugly against the sides of the face without any noticeable gaps;
 2. completely cover the nose and mouth and wrap under the chin;
 3. be secured with ties, ear loops, elastic bands, or other equally effective method; and

4. include at least one layer of tightly woven fabric without visible holes, although multiple layers are strongly recommended
- Bandanas and scarves are examples of face coverings that do not meet the face mask policy at Highline College. Gators are also requested not to be used a face mask at this time of higher transmission levels.
 - Individuals with beards are recommended to use a mask fitter or brace or to wear a disposable mask underneath a cloth mask. (the cloth face mask should push the edges of the inner mask against the face and beard)

c. In the classroom:

- Face masks are required to worn when entering a building and kept on throughout the class time.
 - Face masks cannot be removed even briefly to take a drink of a beverage or have a snack in the classroom, outside the classroom in the hallways or other than in designated areas for eating/drinking. (students: only in the Student Union building floor 1 and the Bistro area of floor two)
 - Face masks cannot be removed for presentations.
- If a face mask does not meet the requirements individuals will be provided a new face mask by the faculty or directed to the location on campus of free new face mask.
 - Face mask requirements are posted in each classroom.
 - It is suggested faculty bring with them to class an extra face mask to provide to a student if needed. (this avoids having the student leave class to get a face mask) These can be requested through the COVID-19 Supply Request Process located on the COVID-19 webpage (under COVID-19 Safety Plans) to keep a supply in the academic department work/supply room or faculty can pick up an extra mask from one of the various locations on campus.
- Face masks that don't stay up over the nose: It is challenging to have to wear a face mask in the classroom and masks that fall below the nose will happen. Often the individual may not even realize this has occurred. To keep everyone safe it is recommended to have face masks checks periodically during a class, take 5 seconds to check your face mask is properly in place. This helps us all work together to keep safe. Face masks are the first line of defense to keeping ourselves and others safe from the virus, regardless of vaccination status.
 - A new face mask can be suggested as an option for a face mask that is challenging to keep above the nose.
- It is suggested faculty and students bring with them an extra mask in case theirs become soiled (an example is when an individual has a productive sneeze and soils the face mask) or is lost (when taking it off outside).

- Please consider providing a “mask break” where everyone can go **outside** and using social distancing take off their masks for a few minutes when appropriate. (suggested to consider when classes are >2 hours, but can be provided for any class depending upon what the faculty feel is needed)
- Microphones are available in classrooms for faculty to wear with their face mask.
- d. **Face masks can be cloth face masks**, disposable surgical mask, KN95 mask or an N95 mask or clear masks or cloth masks with a clear plastic panel may be used when interacting with people who are deaf or hard of hearing, students learning to read, students learning a new language, people with disabilities and people who need to see the proper shape of the mouth for making appropriate vowel sounds. Gators, scarves are examples of face masks that do not meet the face mask requirements.
- e. **A face mask can be obtained** from several locations on campus if one is needed, building 6, Student Union building, building 30 and the library are main locations. In addition, face masks are located immediately outside building doors or in the entry of most other buildings.
- f. **A face mask must be worn in buildings at all times except in the following situations:**
 - Face masks can be removed while eating and drinking throughout the first floor of the Student Union building and the Bistro area of the second floor of the Student Union building when COVID-19 safety protocols are followed. In off-site campus locations a designated area for food/drink will be provided when possible.
 - Face masks are not allowed to be removed for food/drink in other buildings on campus including classrooms and the library. Briefly taking off to take a drink is not allowed in classrooms, hallways, or other areas inside buildings unless designated as a food/drink area.
 - When getting a Highline College picture ID face masks can be removed upon direction of staff immediately prior to getting a picture taken. Face masks must be put on immediately after photo.
 - When necessary to confirm identify by Public Safety.
 - When any party to a communication is deaf or hard of hearing and communication is not possible with face masks:
 - written information will be provided when possible; or
 - appointment scheduled through Zoom; or
 - ask individuals to step outside to continue conversation in fresh air without face masks; or
 - in rare situations where no other way to communicate is possible and there is an urgent need to communicate then a face mask can be removed using social distancing.
 - When unable to put on a face covering due to an emergency.

- **Specific to employees:** in addition, face masks can be removed in the following designated areas for employees when COVID-19 protocols are followed:
 - Designated break rooms in employee work areas.
 - While working indoors in areas not generally accessible to the public and when no customers/students, volunteers, visitors, or non-employees are present, but only if the employee is fully vaccinated against COVID-19. An example is an area that has a service desk for students/public where masks are required and an area with cubicles/desks that non-employees do not enter where masks would be optional for fully vaccinated. In this situation employees that are fully vaccinated can eat/drink in their work area.
 - An employee working alone if they are isolated from interaction with others and normally have no in-person interruptions. Example is a sole occupant of an office/space with a closed door who is unlikely to be visited and holds meeting through Zoom, in conference rooms/other spaces or outdoors. In this situation employees that are fully vaccinated can eat/drink in their work area.

g. **Forget to Bring a Face Mask:** If you forget to bring a face mask or need to replace a face mask that becomes unusable or have a face mask that does not meet the face mask requirements for campus you can get a new face mask from several locations on campus including Student Union, library, building 30 and Public Safety.

h. **Mask Fatigue**

Reduce mask fatigue:

- When a mask fits well you are more likely to wear it, and for longer periods of time. The CDC suggests that if you have to continually adjust your face mask, you might need to find a different mask type or brand.
- Take breaks! If you are wearing a face mask for an extended amount of time, take a break when it is safe to do so. Step outside for a few minutes and remove your mask or go to indoor designed break areas. Plan this into your day.
- Keep masks handy, put 1-2 extra face masks in a Ziploc bag and take them with you to campus. Replace a mask if you have worn it for several hours with a fresh mask, or when it gets damp from humidity. This will keep you more comfortable.

i. **Refusal to Wear a Face Mask**

Individuals that refuse to wear a face mask in required areas:

- Asked to wear a face mask and provided a face mask (or directed to where available on campus).
- If individual refuses to wear a face mask they are asked to leave area.
- Individual will be referred to Highline College webpage for information regarding online student services and academic courses.
- If individual refuses to leave area Public Safety is called to assist.

j. Unable to Wear a Face Mask

- Face masks are required on campus in fall quarter.
- Services are provided in an online format with academic courses provided with totally online options for most disciplines.
- Additional information for individuals with a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face mask on campus can be obtained from Access Services or Human Resources (for employees).

k. Outdoors on campus: Face masks are not required on campus when outdoors.

However, it is strongly recommended all people, regardless of vaccination status, wear face masks in crowded outdoors settings, such when there is decreased ability to consistently maintain physical distancing.

The face mask policy is based on the current status of the virus and dependent upon guidance for higher education from the WA DOH, K.C. Public Health and the Governor. The policy will be updated as guidance changes. Highline College meets or exceeds the requirements of Face Coverings- Statewide 20-03.4.

5. “Gel-in!”

- a. When entering a building hand-sanitizer will be available in the entry area. Please “gel-in”, rub hands together thoroughly for 20 seconds until hands are dry to effectively kill the virus.
- b. If hand-sanitizer is not available please use the restrooms to wash your hands.
- c. It is strongly encouraged to use hand-sanitizer or washing of hands with soap and water frequently throughout the day.

6. Elevators

- a. We encourage being aware of the number of people in the elevator and consider waiting for the next elevator or taking the stairs.
- b. When you are not able to avoid a crowded elevator please ensure your mask covers your nose and mouth and fits against the side of your face to provide protection.

7. Restrooms

- a. Maintain social distancing as possible in restrooms.

8. Face Shields

- a. Face shields are a barrier that provides additional protection to individuals wearing face masks when social distancing cannot be maintained.
- b. A face shield must always be worn with a face mask.
- c. Students, staff, and faculty in on-campus courses that require group work (for more than 15 minutes) or in labs where socially distancing cannot be maintained a face shield is

required to be worn with a face mask. Face shields will be provided. Faculty, please refer to the [PPE Online Request Process](#) to order face shields for a course.

- One face shield is provided for each student, faculty, or staff member. These can be wiped down as necessary with disinfectant and used throughout fall quarter and longer if needed.
- Recommended to store in breathable bag or container. A brown grocery bag works well. They can also be stored in a manila envelope with the flap left open.
- Individuals can wear their own personal face shield if they are of similar coverage area.
- Face shields must always be worn with a face mask to provide protection. They are not effective to protect the individual or others without being worn with a face mask and do not take the place of being required to wear a face mask.
- Faculty: review the PPE request process to order face shields for your course.
- Employees that are not issued a face shield for a course can request a face shield to be worn with a face mask as an extra layer of protection while on campus. Refer to the PPE Online Request Process to request a face shield. (1 issued per person for the quarter)
- Students that are not issued a face shield for a course can request a face shield to be worn with a face mask as an extra layer of protection while on campus. This request will be filled as supplies allow. The process for requesting a face shield will be available starting week one of fall quarter and published on the COVID-19 webpage.

9. Plexiglas

- a. Plexiglas is implemented in high-volume public areas where individuals wait in line for help at a counter or other area and cannot easily maintain social distancing.
- b. Classrooms/labs: Plexiglas or plastic barriers are not implemented in labs. Face shields worn with a face mask when social distancing cannot be maintained provide a higher level of protection.
- c. Faculty offices: Plexiglas is not incorporated into a safety plan as these spaces are encouraged to use alternative formats for meetings including remote (Zoom) or by moving meetings to a larger space. If required to have a meeting in a faculty office 3' social distancing is required, when this is unable to be maintained a face shield is worn with a face mask by the faculty. This is preferable to maintain airflow in a small space. (please refer to safety plan for courses on campus for additional information)
- d. Non-faculty offices: In specific situations where an assessment has been completed Plexiglas may be implemented in individual offices where the main purpose of the space is to meet with other individuals and due to the format of the meeting space Plexiglas can be affective. This mainly refers to student service areas. Plexiglas implemented on

campus are portable table-top one section pieces that minimize interference with airflow in the office space, but it is recommended they be placed against a wall when not in use. Face shields worn with a face mask are an alternative to using the Plexiglas and a very effective option that should be strongly considered when appropriate.

10. Drinking/Eating

- a. Removal of a face mask is only allowed in designated areas and in approved situations; this is to protect the individual and others from the highly contagious new variants of the virus.
- b. There is increased risk when eating/drinking and not wearing a face mask in a public area with individuals from outside your household. It is recommended, when possible, to reduce risk by eating/drinking outdoors.
- c. **Students:**
 - Food/drink is allowed on the first floor of the Student Union building and the second floor bistro area only.
 - Individuals can remove face masks regardless of vaccination status.
 - Please maintain social distancing of at least 3' distance. (every-other-chair)
 - Food/drink is allowed outside, please maintain social distancing as possible.
 - Food/drink is **not** allowed in classrooms. Removing a face mask for any reason is not allowed, this includes drinking water/beverages. No exceptions.
 - No food/drink signs are on classroom doors and located in areas throughout campus where this is not allowed as a reminder.
 - Food/drink can normally be brought into buildings/classrooms but must be kept put away and only used when in the Student Union building or outside.
- d. **Specific to employees:**
 - Employee designated break rooms food/drink is allowed.
 - Employee workspace food/drink is allowed when:
 - An employee that is fully vaccinated is provided the option of removing their face mask if they are working in areas not generally accessible to the public and when no customers/students, volunteers, visitors, or non-employees are present. In this situation food/drink is allowed at their workspace, if appropriate.
 - An employee that is vaccinated or unvaccinated can remove their face mask when a sole occupant of an office/space with a closed door who does not have (or very unlikely to have) in-person interactions within the space. In this situation employees can eat/drink in their work area, if appropriate.
- e. **Visitors, volunteers, and contractors:**

- Food/drink is allowed on the first floor of the Student Union building and the second floor bistro area only. Food/drink is not allowed in other buildings on campus including the library.
 - Individuals can remove face masks regardless of vaccination status.
 - Please maintain social distancing of at least 3' distance. (every-other-chair)
- Food/drink is allowed outside, please maintain social distancing as possible.

11.Ventilation

- a. Good ventilation is another step that can reduce the number of virus particles in the air.
- b. Opening a window in an area is a good idea, unless it is a safety concern or interferes with the HVAC system of a building to adequately filter and turn over fresh air which would be counterproductive against protecting from the virus. According to Facilities, HVAC systems that need to have windows closed and doors not left open for ventilation applies to buildings: 1,8,12,23,25,26,29 and 30. In these buildings it is asked that you do not open windows/doors for ventilation purposes if possible.
- c. In other buildings on campus, windows and in some cases doors can be left open while working if Public Safety has been consulted to discuss safety hazards. Employees are responsible to close window/door upon leaving area. Leaving open a window or door 2-3 inches is all that is required to bring in adequate fresh air for increased ventilation.

12.Disinfection

Daily it is encouraged to wipe down high-touch surfaces in areas. Wiping down between individuals is not required.

a. Classrooms/labs:

- Disinfectant spray and paper towels will be available in classrooms for individuals to wipe down their area if they desire. Shared items will be wiped down with disinfectant periodically (not required between each person). Disinfectant spray and paper towels will be put into classrooms by facilities or available upon request through the Online PPE request form.

b. Public areas:

- High touch areas are wiped with disinfectant daily, these include door handles, electronic keypads to open building doors, elevator buttons and restrooms. (Facilities)
- Computers or other equipment/items provided for students/visitors will have disinfectant available in the area for individuals to wipe down before use, if desired. A plan for daily disinfection will be developed by the employees in the area. Follow requirements for disinfecting electronic equipment (do not spray liquid on the equipment, spray on paper towel and then wipe or use disinfecting wipes).
- All other areas will follow normal cleaning plan.

c. Employee work areas:

- Encouraged to wipe down the high-touch surfaces in personal work areas daily with disinfectant. Examples of this are keyboard and mouse, telephone, stapler, and other items commonly used.
- Shared high-touch equipment/items are encouraged to be wiped down daily with disinfectant by employees such as the keypad to the copy machine, staplers in a work room, and any shared break room items such as microwave touch pad, refrigerator door handles and microwave door handle.
- Spray bottles with disinfectant and paper towels are provided upon request. Confirm manufacturers requirements for electronics, normally if liquid disinfectant is used from a spray bottle it must be sprayed onto a paper towel first (not sprayed directly on the electronic item). Disinfectant wipes are also an option if available.
- Copy machines may require special process/chemicals to disinfect the keypad, please follow manufacturers requirements.

d. Disinfection due to infectious COVID-19:

- When the college is notified of an individual with positive COVID-19 a case investigation is completed by trained individuals on campus and by the King County Public Health department. If the individual was infectious and on campus within the past 24 hours the area will be immediately closed for disinfection. It will reopen normally in 2 days. Any individuals who were determined to have been in close contact will be notified by the case investigators.

13. Closure of an Area for Disinfection Due to a Positive COVID-19

- a. When an area is closed for disinfection a notice will be provided on the building door.
- b. When a classroom required to be closed a notice will be placed on the door. If an alternative classroom is available the location will be indicated on the sign. If there is not an alternative classroom listed please follow the instructions provided by your faculty for this situation.
- c. If an area needs to be closed during class time everyone will be required to immediately leave and cannot re-enter until disinfection has been completed (normally 2 days to reopen). Any individuals that were in close contact of the infectious person will be immediately notified by the college case investigation team and provided information if they meet the requirements to quarantine. Those not contacted may continue to come to campus as normal.
- d. Areas where infectious individuals had been in the last 24 hours for 10 or more minutes will be closed. This includes restrooms. The entire building normally is not required to be closed.

14. I have a positive COVID-19 test and have recently been on campus

- a. Required to complete isolation requirements before coming back on campus.

- b. It is important the college be notified to properly disinfect and notify close contacts as part of keeping the virus from spreading on campus and in our community.
- c. Infectious period:
 - Individuals with symptoms: infectious 2 days prior to symptoms starting until end of isolation period.
 - Individuals without symptoms: infectious 2 days prior to positive test until end of isolation period.
- d. Please follow guidance on the Highline College webpage for notifying the college if you were on campus during the infectious period. [Reporting Form for Confirmed Cases of COVID-19 \(office.com\)](#) Individual's names will not be provided to campus. Only those individuals involved in the case investigation will be provided necessary information and are required to keep information confidential.

15. Definition of Fully Vaccinated

- a. A person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J) (Janssen). Employees and students who received the COVID-19 vaccination outside the U.S. are fully vaccinated two weeks past the last dose of an approved vaccine by the World Health Organization (WHO).

16. When can I return to campus if I have had a positive test for COVID-19?

- a. Isolation is used to separate individuals infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).
- b. Monitor symptoms, if you have emergency warning signs (including trouble breathing), seek emergency care immediately.
- c. Do not come to campus until isolation period is completed.
- d. Return to campus only after:
 - 10 days since symptoms first appeared **and**
 - 24 hours without a fever and without the use of fever-reducing medications **and**
 - Other symptoms of COVID-19 are improving*
 - The CDC recommends people with severe COVID-19 or with weakened immune symptoms should consult with their physician before returning to work.*loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
 - [COVID-19 Quarantine and Isolation | CDC](#)

17. I have been notified that I have been in close contact

- a. Quarantine refers to sequestering after close contact with a suspected or known COVID-19 case. [Frequently Asked Questions :: Washington State Department of Health](#) (additional languages available)

- b. Quarantine if you have been notified of being in close contact by the Highline College Case Investigation Team or by King County Public Health (or other health authority).
- c. You are not allowed to come to campus during the quarantine period.
- d. Stay home for the required quarantine period after your last contact with a person who has COVID-19, watch for fever (100.4 F), cough, shortness of breath or other symptoms of COVID-19, if possible stay away from people you live with, especially those at higher risk.
- e. Quarantine period:
 - Individuals that are not vaccinated are required to quarantine for:
 - 14 days after last contact; or
 - 7 days if you have been without symptoms and have received a negative test result no sooner than 48 hours before ending quarantine (day 5 of 7). You are required to keep watching for symptoms for the full 14 days.
- f. Individuals that are fully vaccinated (2 weeks after last dose of vaccine) do not need to quarantine or get tested unless they have symptoms.

18. I have been working in an area where an infectious person was identified but was not notified I had been in close contact

- a. Quarantine is not necessary, monitor as normal for COVID-19 symptoms.

19.COVID-19 Questions/Resources

- a. Visit Highline College COVID-19 information at [COVID-19 » Highline College](#) You will find “Frequently Asked Questions”, information on Bias and Harassment, Health and Wellness, Leave Options, where to get a vaccination, Highline College COVID-19 Safety Plans and more on the college webpage.
- b. If you have questions about what to do if you have a positive COVID-19 test, what isolation or quarantine mean, latest research, where to get a vaccination, current status of COVID-19 in the community and more COVID-19 information:
 - King County Public Health [COVID-19 information and resources for King County, WA - King County](#)
 - Washington Department of Health [COVID-19 :: Washington State Department of Health](#)
 - Center for Disease Control and Prevention [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
 - John Hopkins Coronavirus Resource Center [Home - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)

20. Concerns Regarding COVID-19 On-Campus

Send an email to: ask@highline.edu

21. Questions on the COVID-19 Safety Plan

Highline College Public Health Director, Nicki Bly at nbly@highline.edu

22. PPE/Disinfectant/Hand-Sanitizer/Plexiglass

- Requests for COVID-19 supplies must be submitted by employee designated from each area/department. Please do not submit from multiple individuals in an area/department.
- Follow the **COVID-19 Supply Request Process** found on the COVID-19 webpage (under COVID-19 Safety Plans).

23. Highline College requires the COVID-19 Vaccination

Medical and religious exemptions can be requested, upon approval individuals on-campus will receive information on additional COVID-19 safety requirements if required. These safety requirements will supersede the requirements in the safety plan.

- Employees must be vaccinated or have an approved exemption, regardless of working remote or on campus.
- Students must be vaccinated or have an approved exemption, regardless of taking courses on campus or online.
 - Health care students must follow the vaccination requirements of the health care institution where they will be doing clinical rotations.
- Volunteers must be vaccinated or have an approved exemption, if coming on campus (including MaST).
- Visitors do not have to be vaccinated.
- Contractors at safe facilities are required to be vaccinated or have an approved exemption.

Additional information on COVID-19 vaccination requirements and exemptions is located on the college webpage.

COVID-19 Symptoms

Anyone can have mild to severe symptoms.

Watch for Symptoms

If individuals are experiencing any of these symptoms, that are not attributed to another reason they are required to stay off-campus and recommended seek medical or local public health guidance if experiencing any known COVID-19 symptoms.

(an example would be “shortness of breath” for a person with asthma).

People with COVID-19 have a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting/diarrhea

This list does not include all possible symptoms. The CDC website has the most up to date information on symptoms and should be used as a reference.

When to seek emergency medical attention

Look for emergency signs for COVID-19. If someone is showing any of these signs, seek emergency care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any symptoms that are severe or concerning to you.

How to stop the spread of the virus

1. Wear a mask when in public, make sure it always covers your nose and mouth
2. Stay at least 3' distance from other people
3. Wash your hands or use hand-sanitizer often especially when touching shared objects
4. Clean and disinfect frequently touched objects and surfaces
5. Stay home when you are sick, except to get medical care

References:

Proclamation 20-12.4 Higher Education by the Governor Amending Proclamations 20-05, 20-12, et. seq., and 20-25, et. seq. [proc 20-12.4.pdf \(wa.gov\)](#)

Order of the Secretary of Health 20-03.4 Face Coverings-Statewide Amending Order 20-03 [Secretary of Health Order 20-03 Statewide Face Coverings.pdf \(wa.gov\)](#)

Proclamation 20-25.14 “Washington Ready” by the Governor Amending Proclamations 20-05 and 20-25, et. Seq. [20-25.15 - COVID-19 Washington Ready.pdf](#)

Proclamation 21.14.1 COVID-19 Vaccination Requirement by the Governor Amending Proclamations 20-05 and 20-14 [21-14.1 - COVID-19 Vax Washington Amendment.pdf](#)

Reviewed and approved to meet COVID-19 Safety Requirements 8/18/21 NB, Revised per new mask guidance 8/23/21 NB. Updated 9/9/21 NB.