

## 2021-2022 COVID-19 On-Campus Safety Plan

Effective September 21, 2021

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

### Safety Plans

COVID-19 safety plans are based on new requirements from the WA DOH for higher education for the 2021-2022 academic year. The COVID-19 safety plans are no longer issued specific to individual areas/departments and replace all previous plans.

**2021-2022 COVID-19 On-Campus Safety Plan**: provides requirements for student service areas, employees in offices/workspaces and general campus.

**2021-2022 Academic Courses Safety Plan**: provides requirements for students, staff, and faculty in on-campus courses.

**2021-2022 Events On-Campus Safety Plan**: provides requirements for tours, drive-up and other general events on campus.

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](mailto:nbly@highline.edu).

**2021-2022 COVID-19 On-Campus Safety Plan: specific to student service areas, employees in offices/workspaces and general campus.**

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 on Highline College COVID-19 webpage.
- b. In public areas a copy of the safety plan is required to be posted or information on location of electronic copy.
- c. The safety plan meets requirements and guidelines from the WA DOH and Governor for higher education.
- d. Employees are required to review the safety plan with their supervisor or designee in each area.

#### 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. If experiencing any of the symptoms, that are not attributed to another reason, individuals are required to stay off-campus and the WA DOH and CDC recommends getting a COVID-19 test. This applies to both unvaccinated and vaccinated individuals.

- 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 an individual 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. Briefly passing other individuals or being <3' for short periods of time (<15 minutes) is acceptable.

- a. **When working in an area with multiple desks or workspaces** arrange space when possible to maintain 3' between individuals in areas where multiple people work at the same time.
- b. **When working at a counter** maintain 3' between individuals working at the counter when possible.
- c. **Supply and copy rooms** maintain 3' between individuals when the work requires more than 15 minutes when possible.
- d. **Briefly passing other individuals or briefly being <3' distance** when going in and out of buildings or areas is acceptable- it is when prolonged crowding occurs that there is increased risk.
- e. **In a waiting area**, such as waiting for an appointment, maintain an "every-other-person" distance when possible (approximately 3' or every-other-seat). Family units can sit together without socially distancing.
- f. **At counter/desk/work area where individuals are ahead of you in line** please maintain 3' distance when possible as you wait for your turn. Floor markers are found in several areas to assist with social distancing.
- g. **In a conference room/classroom** maintain every-other-seat, when not possible face shields are required to be worn with face masks. Being < 3' distance is acceptable when briefly passing another person or if for <15 minutes.
- h. **When meeting in an individual's office** please maintain 3' social distancing as possible. Meetings in offices are encouraged to be done remote, Zoom is one example. If a meeting must occur in-person using a larger space is recommended. When this is not possible, and the meeting must occur in an individual office then social distancing is required.

When social distancing is not possible a barrier is required:

- Face shields (a barrier) when worn with a face mask provide the highest level of protection for the individual and do not interfere with ventilation. This is recommended for all individual offices where social distancing cannot be maintained. Students or others attending the meeting are not required to wear a face shield.
  - There are some individual offices where meetings are the primary purpose of the space and Plexiglas may be incorporated upon assessment by the Public Health Director.

i. **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.
- 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 wear a face mask fitter or with a face mask or to wear a disposable mask underneath a cloth face mask (the cloth face

mask should push the edges of the inner mask against the face and beard creating a better seal)

- c. **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.
- d. **If a face mask does not meet the requirements** individuals will be asked to adjust their face mask to meet the requirements (i.e., keep nose and mouth covered) or provided/directed to a free new face mask.
- e. **College employees and students are encouraged to carry an extra face mask** at all times to account for the possibility a mask might be lost or soiled.
- 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, building 6, 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**

Students: online student services provide a safe format for individuals with a medical condition, mental health condition, developmental or cognitive condition, or disability

that prevents wearing a face mask on campus. Academic courses are also being provided with online sections for most disciplines.

Employees: refer to Human Resources

Additional information for students and employees can be obtained from Access Services.

- 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 please “gel-in”, rub hands together thoroughly for 20 seconds until hands are dry to effectively kill the virus.
- b. Hand washing is also available in building restrooms.

#### 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 good 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. Employees working on campus can request a personal face shield:
  - One face shield is provided for each employee. These can be wiped down as necessary with disinfectant and used throughout several quarters.
  - Recommended to store in breathable bag or container. (brown grocery bag or a large 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.
  - Employees: can request a face shield for fall quarter through their supervisor. (Facilities: Forms: PPE)

- d. Students in courses on campus where social distancing cannot be maintained will be provided a face shield to be worn with a face mask.
- e. 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. 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)
- c. 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. 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 an effective option.

## 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 indoor area with individuals from outside your household. It is recommended, when possible, to reduce risk by eating/drinking outdoors.
- c. **Students, employees, visitors, volunteers, and contractors:**
  - Food/drink is not allowed in classrooms or other areas with the exception of:
    - First floor of the Student Union building and the second floor bistro area.
    - In off-site campus locations, a designated area for food/drink is provided when possible.
    - Individuals can remove face masks regardless of vaccination status when COVID-19 safety protocols are followed.
    - Please maintain social distancing of at least 3' distance. (every-other-chair)

**d. Specific to employees:**

- Employee designated break rooms food/drink is allowed. As this space is also commonly used as a work/copy room it may require additional evaluation to determine if it can safely support face mask removal by both vaccinated and unvaccinated individuals during high transmission levels. Questions about this should be directed to the Public Health Director, Nicki Bly at [nbly@highline.edu](mailto:nbly@highline.edu).
- 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.

**11. Ventilation**

- a. Good ventilation 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 if Public Safety has been consulted to discuss safety hazards. Employees are responsible to be present when windows/doors are open for ventilation and close windows/doors upon leaving area. Leaving open a window or door 2-3 inches is effective to bring in adequate fresh air for increased ventilation.

**12. Disinfection**

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

- 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. Area will post closure plan; this may include providing support remote.
- c. If an area needs to be closed during business hours everyone will be required to immediately leave and cannot re-enter until disinfection has been completed (normally 2 days to reopen). Please bring personal belongings such as car keys and other items that you may need with you upon being asked to leave for closure.
- 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. 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).

### **15. Symptoms of COVID-19**

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.

**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.

**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.

### **16. 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.

**17. 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](#)

**18. 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 and the most current guidance)
- 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) are not put in quarantine; it is recommended that individuals get tested 3-5 days after exposure.**
- g. I have been in an area where an infectious person was identified but was not notified I was in close contact:
  - Quarantine is not necessary, monitor as normal for COVID-19 symptoms.

## **19.COVID-19 Resources**

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.

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:

- a. King County Public Health [COVID-19 information and resources for King County, WA - King County](#)
- b. Washington Department of Health [COVID-19 :: Washington State Department of Health](#)
- c. Center for Disease Control and Prevention [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
- d. 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](mailto:ask@highline.edu)

## **21. Questions on the COVID-19 Safety Plan**

Highline College Public Health Director, Nicki Bly at [nbly@highline.edu](mailto: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 state 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.

**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](#)

Public Health Director Nicki Bly 8/25/21 Reviewed and approved for COVID-19 safety requirements of 20-03.4. Updated with mask fatigue 8/29/21 NB. Reviewed and approved by the COVID-19 Leadership Council and administration 8/31/21 NB. Updated 9/9/21 NB.