

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

Effective September 21, 2021

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

2021-2022 COVID-19 On-Campus Safety Plan: specific to tours, drive-up events and other general events on campus. (this plan does not include rentals on campus)

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.

1. COVID-19 Education

- a. Individuals attending are required to be provided COVID-19 safety protocols required on campus:
 - Individuals are required to do a COVID-19 self-check of symptoms and cannot come to the event if they have any symptoms they believe could be COVID-19.
 - If currently in quarantine or isolation for COVID-19 cannot come to the event.
 - Information in multiple languages on COVID-19 symptoms and quarantine/isolation can be found at www.cdc.gov.
 - Face mask must be worn when inside buildings regardless of vaccination status. During drive up events participants in vehicles are required to wear a face mask.
 - Social distancing of a minimum of 3' is required as inside buildings with the exception of briefly passing individuals and being <3' for 15 minutes or less.
 - Food/drink is only allowed in designated areas inside buildings. Face masks cannot be removed even briefly in undesignated areas to drink or eat.

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.
- 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. **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. Avoid people grouping together <3' for longer periods of time (>15 minutes), employees/volunteers at the event are required to be assigned to encourage social distancing.
- b. **In classrooms or other spaces with seating:** every-other-chair is required.
- c. **Family units** do not have to maintain social distancing from other family members.
- d. **Outdoors:** social distancing is not required but encouraged if there are groups of individuals <3' together for extended periods of time.

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. **Individuals 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 can be obtained** from several locations on campus if one is needed, normally found immediately outside building doors or in the entry of buildings.
- g. **A face mask must be worn in buildings at all times except in the following situations:**
 - 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.
 - While eating and drinking in designated areas of buildings on campus for special events with a safety plan approved by the Public Health Director.
 - In off-site campus locations a designated area for food/drink will be provided when possible.
 - When necessary to confirm identify by Public Safety.
- h. **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.
- i. **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 for eating/drinking. Plan this into your day.
 - Keep face masks handy, put 1-2 extra 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.
- j. **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.
- If individual refuses to leave area Public Safety is called to assist.

k. Outdoors on campus:

- Face masks are not required on campus when outdoors. The exception may be tour groups that go in and out of buildings on campus will require face masks be kept on while outdoors.
- 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. Barriers

- a. When social distancing cannot be maintained a barrier is required. This may be a face shield worn with a face mask. If an event requires <3’ distance for >15 minutes contact the Public Health Director for a barrier plan.

9. 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.
- Designated areas in buildings for special events approved by a safety plan by the Public Health Director.
- 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 including maintaining at least 3' distance. (every-other-chair)

10.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.

11.Disinfection

- a. Daily it is encouraged to wipe down high-touch surfaces in areas. Wiping down between individuals is not required.
- b. Disinfectant spray and paper towels (or disinfectant wipes) must be available for all events on campus. Wipe down high touch areas prior to the event such as door handles and any shared items. Individual attending event can use disinfectant spray and paper towels (or disinfect wipes) to wipe down their area if desired.
- c. 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 indoor areas will be immediately closed for disinfection and not reopened for 2 days.
 - If an ongoing event is occurring it will be closed/moved to allow for disinfection process.
 - Organizers are asked to have a plan in case their area requires immediate closure or is closed due to the 2 day period of time for disinfection process and interferes with event schedule.

- Any individuals who were determined to have been in close contact will be notified by the case investigators.

12. 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).

13. 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.

14. I have a positive COVID-19 test and was on campus for an event

- 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. 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

21. Questions on the COVID-19 Safety Plan

- a. Posted on Highline College COVID-19 webpage and available upon request.
- b. The safety plan meets requirements and guidelines from the WA DOH and Governor for higher education.
- c. Safety plan required to be reviewed with employees/volunteers working event by organizers.

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

22. 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.