

## 2021-2022 COVID-19 Events On-Campus Safety Plan (winter quarter)

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

*Due to the Omicron variant approval for events on campus during high transmission levels may not be approved or be very limited. Updated 1/6/22.*

Winter quarter events on-campus require a safety plan and completion of the COVID-19 approval process. It is requested events support students/programs on campus. Rentals are not at this time being permitted.

Steps:

1. Talk with your area VP about the event and if they approve move forward to step 2.
2. Complete the safety plan and submit to the Public Health Director for review. Please contact them if you have any questions during the planning.
3. The Public Health Director will present the plan to the COVID Leadership Team and your area VP for final approval. (depending upon the event it may require additional approval from the executive cabinet)
4. If approved the group will work with the Public Health Director to finalize plans based on the current level of transmission in South King County.

Event : (please provide an overview of the requested event)

Dates:

Location:

Estimated # of participants:

COVID-19 safety plans are based on requirements from the WA DOH for higher education, King County Public Health, and the administration of the college. If requirements increase/decrease prior to the event the committee will be updated by the Public Health Director.

## **COVID-19 Safety**

On the recommendations of the CDC and WA DOH transmission levels of COVID-19 are taken into consideration when developing safety plans for events. Current transmission levels for South King County can be found at:

- a. King County Public Health [COVID-19 data dashboard - King County](#)
- b. CDC [CDC COVID Data Tracker](#)

A general overview of requirements is provided for different transmission levels. The actual plan will be developed with the help of the Public Health Director and may differ from the information provided for transmission levels.

**During times of extremely high transmission levels events on campus may not be approved based on guidance from the WA DOH and K.C. Public Health.**

### **1. High transmission level:**

- Face masks are required inside the building at all times.
- Any individual with COVID-19 symptoms or currently in isolation/quarantine for COVID-19 are not allowed to attend the event.
- Required to show proof of vaccination status or negative COVID-19 test in the past 72 hours.
- No food/drink provided for the event inside the building. (outside allowed)
- Public not invited.
- Social distancing when planning seating for the event. (every other chair spacing)
- In extremely high transmission levels with trending continuing higher it is very possible no events will be permitted.

### **2. Substantial transmission level:**

- Face masks are required inside the building at all times.
- Any individual with COVID-19 symptoms or currently in isolation/quarantine for COVID-19 are not allowed to attend the event.
- Required to show proof of vaccination status or negative COVID-19 test in the past 72 hours. (in mid to high substantial level)
- No food/drink provided for the event inside the building. (outside allowed)
- Social distancing is not required but encouraged when planning seating for the event. (example would be 6-8" between chairs)
- Public not invited
  - limited family members could be possible depending upon the level within substantial and if there is a downward trend (contact Public Health Director for further information)

### 3. **Moderate transmission level:**

- Face masks are required inside the building at all times. (WA DOH will be followed)
- Any individual with COVID-19 symptoms or currently in isolation/quarantine for COVID-19 are not allowed to attend the event.
- Public/family members are invited to attend.
- Food/drink could be provided in a designated area. This may be in a separate space from the general event. Suggested outside be used when possible.
- Social distancing encouraged, but not required.

### 4. **Low transmission level:**

- Face masks would most likely not be required.(WA DOH will be followed)
- Any individual with COVID-19 symptoms or currently in isolation/quarantine for COVID-19 are not allowed to attend the event.
- Public invited to attend.
- Food/drink could be provided in area.

## **Additional Information**

### 1. **Self-Check COVID-19 Health**

Each individual is responsible to do a self-check of their COVID-19 health prior to coming to campus. If you think you might have COVID-19 **do not** come to campus.

- a. COVID-19 has a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have symptoms, both vaccinated and unvaccinated. People with these symptoms may have COVID-19:
  - Fever or chills
  - Muscle or body aches
  - New loss of taste or smell
  - Shortness of breath or difficulty breathing
  - Cough
  - Fatigue
  - Sore throat
  - Nausea/vomiting/diarrhea
  - This does not include all possible symptoms, please refer to the CDC for additional information. ([www.cdc.gov](http://www.cdc.gov))

- b. It is recommended by the CDC and WA DOH to get a COVID-19 test if you have symptoms regardless of vaccination status before coming on campus. (testing provided on campus for convenience)
- c. Doorways of buildings have a COVID-19 health check reminder poster which includes COVID-19 safety protocols for campus.
- d. 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.

## **2. Face masks are critical to staying safe!**

- a. Preventing the virus from entering the lungs is of critical importance. Wearing a properly fitting face mask that stays over the nose and mouth is required on the Highline campus inside all buildings. Face masks cannot be removed, even briefly. Face masks are not required outside.
  - 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 are required inside buildings and must:
  - fit snugly against the sides of the face without any noticeable gaps;
  - completely cover the nose and mouth and wrap under the chin;
  - have a nose wire to prevent air from leaking out of the top of the mask or the virus from entering the mask;
  - 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.
- c. Face shields are required to be worn with a face mask; they are not allowed to be worn alone.
- d. Types of face masks allowed:
  - Cloth face masks or a higher level of protective mask such as a disposable surgical mask, KN95 mask or an N95 mask are allowed.
  - 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.

Face masks are required inside all buildings on campus by order of King County Department of Health (9-2-21) and The WA DOH (Order 20-03.6).

### 3. Face Mask Issues

- a. **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.
- b. **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 normally can get a new face mask from several locations on campus including Student Union, library, building 30 and Public Safety. All approved events on-campus are required to have a supply of face masks to provide if needed.
- c. **Refusal to wear a face mask or mask is below the nose:**
  - Individuals that refuse to wear a face mask or wear it properly in required areas:
    - Asked to wear a face mask and provided a face mask if one is needed.
    - Asked to wear a face mask to cover the nose and provided a new face mask if one is needed.
    - If individual refuses to wear a face mask or to wear it properly after being requested to do so they are asked to leave building.
    - If individual refuses to leave the building Public Safety is called to assist.
- d. **In a situation where an individual is unable to wear a face mask due to medical/safety issues:**
  - An alternative format is provided when possible, such as a Zoom option or online option.

**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.

### 4. COVID Safety Person

- a. Events are required to have an individual identified as being responsible to monitor face masks and other COVID safety measures during an event. Depending upon the event multiple individuals may be required.

### 5. “Gel-in!”

- a. When entering a building please encourage “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. Social Distancing**

- a. Social distancing is not required, with the exception in the high transmission level events will use every-other-seat spacing.

## **7. Verification of Vaccination Order**

Effective 10-25-21 King County Public Health issued “Revised Local Health Officer Verification of Vaccination Order”. It is in effect until 3-16-22 and will be reevaluated at that time, or sooner based on the status and impacts of the COVID-19 outbreak in King County.

This may apply to events held on Highline Campus and will need to be reviewed with the Public Health Director to determine.

All individuals 12 years and older are required to provide verification that they are fully vaccinated for the event. Fully vaccinated means that a person has received all the required doses of FDA-authorized COVID-19 vaccine (two doses of the Moderna or Pfizer-BioTech vaccines or one dose of the Johnson and Johnson vaccine) or a WHO authorized COVID-19 vaccine series, and 14 days have passed since the final dose.

Verification of vaccination can be established by any of the following methods of documentation:

- a. CDC COVID-19 Vaccine Record Card, or photo of CDC Vaccine Record Card
- b. Vaccine administration record from a vaccine provider, including an individual’s doctor, pharmacy, or other official immunization record from within or outside the U.S., including a photo or photocopy
- c. QR Code or digital copy of your COVID-19 vaccination record from WA Verify -- <https://waverify.doh.wa.gov/>
- d. Printed certificate or digital record from MyIRMobile.com or other apps
- e. Additional identification, such as a driver’s license or ID, is not required.
- f. As an alternative to providing vaccine verification, prior to entry individuals must provide digital or printed documentation from a testing agent, including a laboratory, health care provider, or pharmacy of a negative FDA-authorized or approved molecular (e.g., PCR) test, or an FDA authorized or approved antigen (e.g., rapid) test administered within the previous 72 hours. Antigen tests that are self-administered will not be accepted.
- g. Medical and religious vaccine exemptions are not accepted in place of vaccine verification or documentation of a negative COVID test.

## **8. Drinking/Eating**

If allowed, based on transmission level:

- 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.

## 9. 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.

## 10. 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) are 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 disinfectant 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.

### **11. 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). A booster is not required at this time to be considered fully vaccinated.

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

**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.

### **13. 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.



#### **14. 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:

- b. King County Public Health [COVID-19 information and resources for King County, WA - King County](#)
- c. Washington Department of Health [COVID-19 :: Washington State Department of Health](#)
- d. Center for Disease Control and Prevention [Coronavirus Disease 2019 \(COVID-19\) | CDC](#)
- e. John Hopkins Coronavirus Resource Center [Home - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)

#### **15. Concerns Regarding COVID-19 On-Campus**

Send an email to: [ask@highline.edu](mailto:ask@highline.edu)

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

- f. Posted on Highline College COVID-19 webpage and available upon request.
- g. The safety plan meets requirements and guidelines from the WA DOH and Governor for higher education.
- h. 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](mailto:nbly@highline.edu).

#### **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](#)

COVID-19 Recommendations for Higher Education: Summer 2021 and the 2021-2022 Academic Year [Higher Education Recommendations 2021-2022 \(wa.gov\)](#) , updated 9/13/21 (DOH 820-195)

Guidance for Institutions of Higher Education (IHEs), updated 11-4-21. [Guidance for Institutions of Higher Education \(IHEs\) | CDC](#) IHEs should implement a universal screening testing strategy for people who are not fully vaccinated in the context of moderate, substantial, or high community transmission of SARS-CoV-2 at least weekly.

Determining infectious period: [Investigating a COVID-19 Case | CDC](#)

Quarantine and Isolation period: [COVID-19 Quarantine and Isolation | CDC](#)

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. Updated 11/4/21 adding verification of vaccination requirement. Updated for winter quarter 12/6/21 NB, updated 12/17/21 NB. Updated based on CDC updated guidelines on 12/28/21 NB. Updated 1/6/22 based on updated guidelines NB.