Safe Back to School Higher Education Plan

7/18/2020; 7/25/2020; 7/26/2020, 7/27/20, *1/4/2021draft, updated draft 1/12/21 with HR; revised with notification policy to campus changed 1/16/21, added example sample plans for on campus labs and drive-up events 1/19/21, updated 1/29 after review by COVID Management Team, updated 2/7,2/9 based on feedback from executive cabinet*

This document has been approved by the Executive Council after review by the Public Health Management Team and COVID-19 Leadership Council on 2/16/21.

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Safe Back to School Higher Education Plan

The Safe Back to School Higher Education plan is required to be developed for individual colleges based on **Proclamation 20-12.1/20-12.2**, the **Campus Reopening Guide**,

and the **Safe Start Washington Plan**. It was implemented 7/27/20 at Highline College.

Regular monitoring and updates are required as additional guidance is provided by the Governor, WA DOH and CDC. On-campus employees/students/visitors/volunteers will be determined following the state guidance and may <u>increase/decrease</u> dependent upon current guidelines at any time.

The Highline College Safe Back to School Higher Education plan was updated on (enter date).

Proclamation 20-12.1/20-12.2 Safe Back to School Higher Education Plan for Fall 2020 replaces the previous Comprehensive COVID-19 Exposure Control, Mitigation and Recovery Plan implemented May 1, 2020.

Proclamation 20-12.1 Higher Education Fall 2020 and Proclamation 20-12.2 Higher Education

Proclamation 20-12.1: Sets minimum protocols higher education institutions must follow to bring students safety back on campus. Issued June 24, 2020 with required implementation August 1, 2020 for Fall Quarter 2020.

Public and private universities, colleges, technical schools, apprenticeship programs, and similar schools and programs, in all phases of reopening, are prohibited from providing general instruction, to include in-person classroom instruction, lectures and similar education gatherings, except where they implement, follow and enforce the requirements specified in Proclamations 20-12.1, subject to any directions, requirements, or exceptions issued by, in order of precedence, the Governor, the Secretary of health, a local health officer or a delegate of thereof.

Higher education facilities in counties in Phase I or modified Phase I are further prohibited from opening except as allowed by local health departments in consultations with state health department.

Proclamation 20-12.2: during the initial return to campus in the fall of 2020, there have been increased COVID-19 outbreaks linked to public and private institutions of higher education, and some higher education institutions have seen a substantial increase in COVID-19 positive cases that are tied to both congregate living arrangements, including fraternities and sororities, and also large social gathering of students, thereby triggering the need to increase safety measure to address these outbreaks. Issued October 20, 2020.

Campus Reopening Guide

Campus Reopening Guide is a set of recommendations for the safe return to campus that allows each campus to building on the proclamations in a way that suits colleges

unique circumstances.   The guidance document provides a flexible list of protocols colleges should consider as they bring students, faculty and staff back to campus safely. The words "considerations" and "recommendations" are woven throughout the guidance document.

Developed by the State Board of Community and Technical Colleges, Council of Presidents and the Independent Colleges of Washington. Issued June 27, 2020.

Safe Start Washington Plan

In addition to the Safe Back to School Higher Education plan colleges are required to follow the Safe Start Washington Plan. Issued May 4, 2020.

   a. Safe Start Washington is a county-by-county phased plan for resuming social gatherings and reopening businesses and industries in Washington.
   b. Instructional activities (classroom/labs) are governed by the higher education proclamation (20-12.1) but social gatherings and non-instruction activities that have parallel activities out in the community fall under the Safe Start Washington plan and the business guidance attached to that plan.
   c. Some activities addressed in both plans:

Activity	Proclamation 20-12.2	Safe Start Washington
Instructional activities (classrooms/labs)	X	
Computer labs	X	
Dining halls	X	X
Social gathering size limits		X
Libraries		X
Fitness centers		X
Venues (convention centers)		X
Student residence halls (campus view)	X	

Administration

The Safe Back to School Higher Education Plan is administered by the Highline College President and Executive Cabinet

Dr. John R. Mosby, President

Josh Gerstman, Vice President for Institutional Advancement

Summer Korst, Executive Director of Human Resources

Dr. Emily Lardner, Vice President for Academic Affairs

Michael Pham, Vice President for Administrative Services

Aaron reader, Vice President for Student Services

Tim Wrye, Executive Director of IT Services and CIO

Regular Monitoring and Review of the Plan

1. Monitored and reviewed weekly by the Public Health Leadership Council.

   Nicki Bly, Public Health Director

   Francesca Fender, Associate Director Public Safety

   Josh Gerstman, Vice President of Institutional Advancement

   Danielle Slota, Director Office of the President

   Tim Wrye, Executive Director of IT Services and CIO

2. Public Health Management Team and Hybrid Operations Team provide additional review. These teams are made up of representatives from various parts of campus.

Contact Information and Plan Location

Any employee, student, visitor or volunteer can report concerns/or potential violations of Highline College COVID-19 safety plan by emailing covid19response@highline.edu or the Highline College Public Health Director, Nicki Bly at nbly@highline.edu.

The plan is located on the Highline College webpage at www.highline.edu .

COVID-19 Education

1. Employees
   a. Education on COVID-19 including proper hygiene and sanitation, physical distancing, use of PPE, staying home if sick and shared responsibilities to protect the campus community.
   b. Employees: required to complete module prior to coming to campus including post-test.
   c. Provided through secure CANVAS course with completion tracked.

2. Labs
   a. Provides extended safety training on PPE and COVID-19 safety measures specific to labs/classrooms on campus. (in addition to the standard safety training employees are required to take)
   b. Students, faculty, staff in on-campus labs are required to complete module prior to coming to campus.
   c. Provided through student lab course CANVAS module or provided link.

3. Volunteers/Visitors
   a. Education on COVID-19 including proper hygiene and sanitation, physical distancing, use of PPE, staying home if sick and shared responsibilities to protect the campus community.
   b. Volunteers, approved visitors and miscellaneous others: required to complete module prior to coming to campus.
   c. Provided through public CANVAS course or sent by email.

4. Vendors/Delivery/Contractors
   a. Required to be provided by parent company/business prior to coming to campus.

5. COVID-19 Education available in multiple languages from the CDC and WA DOH.
   a. www.doh.wa.gov
   b. www.cdc.gov

6. Safety Posters on Building Doors
   a. Posted on doors of building on campus and includes proper hygiene and sanitation, physical distancing, use of PPE, and staying home if sick. Information on shared responsibilities to protect the campus community are provided.

7. Highline College Website providing COVID-19 Information and Resources
   a. Components:
      i. Updates from Highline College president, Dr. John R. Mosby
      ii. Virtual support services and zoom lobbies
      iii. Resources for students
      iv. Resources for student remote learning
      v. FAQs
      vi. COVID-19 Self-Screening of symptoms online system
      vii. Resources for faculty and staff
      viii. COVID-19 testing on campus and in the community
      ix. Informational videos
      x. Safe Back to School Higher Education Plan for Highline College

Campus Access Request Process

1. Employees
   a. Required to request permission to come on campus through respective Vice President/Director and must follow established department processes.
   b. The exception to requesting permission are regularly scheduled essential employees on campus (examples: Public Safety, Facilities, Mail room)
   c. Complete COVID-19 Education Module.
   d. Complete logging system with COVID-19 self-attestation of health (online check-in and check-out system).
   e. Meet COVID-19 health requirements to come on campus. (mask, etc.)

2. Faculty/staff/coaches providing approved instruction/coaching on campus
   a. Required to submit prior to the start of the quarter a roster with contact information providing days/times/locations for all faculty/staff/coaches. The roster/schedule provides permission to faculty/staff/coaches to be on campus specific days/times. Additional days on campus faculty/staff must follow the normal process for employees.
   b. If scheduled on a weekly or other basis the roster/schedule must be submitted prior to the students/athlete/coaches coming to campus that week.
   c. Complete COVID-19 Education Module.
   d. Complete logging system with COVID-19 self-attestation of health (online check-in and check-out system).
   e. Meet COVID-19 health requirements to come on campus. (mask, etc.)

3. Guest Faculty

   a. Department Coordinator is required to request permission from VPAA for guest faculty to come on campus.
   b. Complete COVID-19 Education Module.
   c. Complete logging system with COVID-19 self-attestation of health (online check-in and check-out system).
   d. Meet COVID-19 health requirements to come on campus. (mask, etc.)

4. Students in on-campus courses or athletes

   a. Faculty/coaches are required to submit student names prior to the start of the quarter on a roster/schedule with contact information providing days/times/locations for all students. The roster/schedule provides permission to students to be on campus specific days/times.
   b. If students/athletes are scheduled on a weekly or other basis the roster/schedule must be submitted prior to the students/athletes coming to campus that week.

c. Complete COVID-19 Education Module.
d. Complete logging system with COVID-19 self-attestation of health (online check-in and check-out system).
e. Meet COVID-19 health requirements to come on campus. (mask, etc.)

5. Faculty/staff/coaches using on campus resources (example: office)

a. Required to follow normal process for employees (see #1)

b. see #2 if on campus for approved courses

6. Volunteers

a. Department coordinator/supervisor is required to submit request to designated Vice President/Director and Public Health Director.
b. Supervisor and volunteer must submit a Volunteer Action Form to Human Resources (hrstaff@highline.edu) prior to volunteers start date.
c. Departments must submit roster/schedule before prior approved volunteers come on campus providing contact information/days/times/locations for volunteers.
d. Complete COVID-19 Education Module.
e. Complete logging system (online check-in and check-out system).
f. Meet COVID-19 health requirements to come on campus. (mask, etc.)

7. Visitors

a. Only persons providing service and receiving a service related to the operations of the college are permitted to be in buildings unless prior approval by Vice President/Director and the Public Health Director. The request will be reviewed and if approved a safety plan developed.

b. Employees/students/volunteers/contractors shall not bring their children, spouses, relatives, or friends to their place of work unless that person(s) is receiving services provided by the college or providing a service to the college under a recognized contractor or vendor relationship.

8. Contractors

a. Must provide a COVID-19 safety plan upon request.
b. Each employee of the contractor will be required to complete the online logging system (check-in and check-out) with self-attestation health screening.
c. COVID-19 Education from Highline College is not required as this is part of the required COVID-19 safety plan training of the contractor or vendor.
d. All employees of contractors or vendors must abide by the face coverings, social distancing, health and hygiene requirements that are outlined in this plan and expected of all individuals on campus.

e. Contractors and vendors will abide by travel restrictions in place by the State of Washington and will support contract tracing efforts.

9. Deliveries from Companies

a. Deliveries made to campus do not need to have prior permission for access.

10. Events on Campus

a. **All events** on campus including drive-up events are required to request permission from their respective Vice President/Director and the Public Health Director. The request will be reviewed and if approved a safety plan developed.

On-Campus Expectations

1. **What if I have COVID-19 symptoms and need to come to campus for work/classes/other reasons?**
   a. COVID-19 symptoms can be found at: Symptoms of Coronavirus | CDC
   b. Required to stay home and seek medical or local public health guidance if experiencing any known COVID-19 symptoms and remain isolated until diagnosis and next steps are clear.
   c. If a positive test is determined and you had been on campus within the past 14 days immediately notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.
   d. Students please talk with your instructor/coach or refer to syllabus/program handbook for information on missing classes due to COVID-19. Additional information can be found at: COVID-19 » Highline College
   e. Employees please refer to Human Resources website for addition information on COVID-19 policies or review information provided in this document in COVID-19 Leave and Benefit Policies.
   f. Current information on what to do if you have COVID-19 symptoms: Frequently Asked Questions :: Washington State Department of Health , provided in 25 languages.
   g. How to get tested(including testing sites) and what happens if test is positive: Testing for COVID-19 :: Washington State Department of Health.

2. **I have a positive COVID-19 test* and was on campus in the past 14 days.**
   a. Required to stay home and complete isolation requirements before coming back on campus.
   b. Please notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing. You can also notify your faculty/coach/supervisor and they will contact Public Safety.

    c. Case investigation will ask when your symptoms started (if any) and when you got a test result. They will use the WA DOH and CDC guidelines to determine infectious period.

    d. Students please refer to syllabus/program handbook for information on missing classes due to COVID-19 to talk to your faculty/coach.

    e. Employees please refer to Human Resources website for addition information on COVID-19 policies or review information provided in this document in COVID-19 Leave and Benefit Policies section.

    f. If you have confirmed or suspected by physician COVID-19 and have symptoms, you can end home isolation when:
        a. it has been at least 10 days from when symptoms first appeared **and**
        b. it has been at least 24 hours with no fever without using fever-reducing medication **and**
        c. symptoms have improved
        d. if you were hospitalized a physician will determine when you can end isolation

    g. If you have confirmed COVID-19 and have not had any symptoms you can end home isolation when:
        a. at least 10 days have passed since the date of your first positive COVID-19 test **and**
        b. you have had no subsequent illness

*or have been told by my physician based on assessment I have COVID-19

3. Definition suspected or confirmed cases of COVID-19: includes all individuals whose healthcare provider has suspected or confirmed COVID-19 illness, and anyone who has tested positive for COVID-19, even if they have no symptoms.

4. Definition infectious period: starts 2 days before COVID-19 symptoms started or if not symptomatic 2 days before a positive COVID-19 test and lasts through isolation period.

EXAMPLE 1
Have COVID-19 Symptoms- example infectious period: In this example the individual COVID-19 symptoms started on Wednesday, received a + test on Sunday. They were infectious starting Monday (two days before symptoms) and in case investigation will be asked if they were on campus any of those days.

MON	TUE	WED	THU	FRIDAY	SAT	SUN
Start of Infectious period		**First COVID-19 symptoms appeared**		COVID-19 Test		Notified Test was + and did not

						come to campus
On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	

EXAMPLE 2

Do not have COVID-19 Symptoms -example infectious period: This individual had no COVID-19 symptoms but received a + test on Sunday. They were infectious two days prior to taking the test on Friday.

MON	TUE	WED	THU	FRI	SAT	SUN
		Start of Infectious period		COVID-19 Test		Notified Test was + and did not come to campus
		On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	On campus? ___Yes ___No	

5. I have been notified an individual in my area has a positive COVID-19 test result* and has been on campus while infectious. What do I do?

    a. The supervisor or faculty should immediately notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.

    b. On campus infectious within the past 7 days:

        i. Close off any areas used for prolonged periods of time by the person. This would include classrooms; other areas that can be closed for disinfecting are also included. **Essential areas such as Public Safety and facilities will follow modified**

> **cleaning/disinfecting protocols. (Refer to "Cleaning and Disinfection)**
>> ii. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets, if waiting 24 hours is not feasible, wait as long as possible.
>> iii. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
>> iv. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
>> v. Areas can be reopened after the proper disinfecting is complete.
>> vi. Upon opening the area back up as a precautionary measure individual are asked to wipe down with shared items such as equipment. This could be shared electronic equipment like tablets, touch screens, keyboards and remote controls. Please follow manufacturers guidance when disinfecting electronics.

> c. More than 7 days since person was on campus while infectious:
>> i. Area is not closed.
>> ii. Routine cleaning and disinfecting of high touch surfaces on normal schedule.

Note: 7 days is determined by the WA DOH and CDC for disinfecting

*or have been told by their physician based on assessment they have COVID-19

6. What should I do when an individual is on campus and determines they have COVID-19 symptoms?

> a. There are many symptoms that are similar to COVID-19, some of these are common with asthmatics or chronic diseases. Please do not assume anyone has COVID-19 symptoms.
> b. COVID-19 symptoms also do not necessarily mean the individual has COVID-19.
> c. The <u>supervisor or faculty</u> should immediately notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This will result in determination if cleaning/disinfecting is required.
> d. On campus infectious within the past 7 days:

>> i. Close off any areas used for prolonged periods of time by the person. This would include classrooms; other areas that can be closed for disinfecting are also included. **Essential areas such as Public Safety and facilities will follow modified cleaning/disinfecting protocols. (Refer to "Cleaning and Disinfection")**

ii. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets, if waiting 24 hours is not feasible, wait as long as possible.

iii. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.

iv. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.

v. Areas can be reopened after the proper disinfecting is complete.

vi. Upon opening the area back up as a precautionary measure individual are asked to wipe down with disinfectant any shared electronic equipment like tablets, touch screens, keyboards and remote controls.

e. More than 7 days since person was on campus while infectious:

i. Area is not closed.

Routine cleaning and disinfecting of high touch surfaces on normal schedule.

f. If a positive test is determined and the individual had been on campus within the past 14 days immediately notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.

g. Students please refer to syllabus/program handbook for information on missing classes due to COVID-19 or contact faculty/coaches.

h. Employees please refer to Human Resources website for addition information on COVID-19 policies or review information provided in this document in COVID-19 Leave and Benefit Policies.

7. Definition Close contact: being within 6' distance of another person for 15 accumulative minutes in a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test) until the time the person is isolated. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the individual has symptoms (e.g., coughing likely increases exposure risk).

The virus spread through respiratory droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, signs, talks, or breathes. These particles can be inhaled into the nose, mouth, airways and lungs and cause infection. **This is thought to be the main way the virus spreads.**

At Highline College we require everyone to wear a mask and this adds a layer of protection from inhaling the virus. The CDC explains that when one person has infectious COVID-19 and wears a mask the risk is very low if individuals around them wear a mask and maintain 6' distance except for briefly passing. The risk goes to low if you are <6' distance. In addition, many individuals on campus are wearing a face shield with a face mask which adds a second layer of protection.

8. What if I have been identified as a "close contact"?

During case investigation by our team at Highline College you have been identified as having been in close contact with an individual that was infectious with COVID-19 on the campus and provided you with quarantine instructions.

Or

King County Public Health (or other county depending upon where you live) has notified you of being in close contact with an COVID-19 infectious individual and provided you with quarantine instructions.

Your being identified as being in close contact does not mean you have COVID-19 or will get it but are at higher risk. Local public health authorities determine and establish the quarantine options for their jurisdictions. The CDC recommends a quarantine of 14 days.

1. The WA DOH has the following definition of how long quarantine lasts:

CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

Stay in quarantine for 14 days after your last contact. **This is the safest option**. Monitor your symptoms during this time, and if you have any COVID-19 symptoms during the 14 days, get tested.

a. Certain high-risk settings or groups **should** use the 14-day quarantine option:
   i.   People who work or stay in an acute or long-term healthcare setting,
   ii. People who work or stay in a correctional facility,
   iii. People who work or stay in a shelter or transitional housing,
   iv. People who live in communal housing such as dormitories, fraternities or sororities,
   v.   People who work in crowded work situations where physical distancing is impossible due to the nature of the work such as in a warehouse or factory,
   vi. People who work on fishing or seafood processing vessels.

b. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing. If you have any COVID-19 symptoms during the 10 days, stay in quarantine the full 14 days and get tested. Keep watching for symptoms until day 14. (According to the CDC with this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of 10%)

c. Under special circumstances it may be possible to end quarantine after 7 full days beginning after your last contact *and* after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine.) *This will depend on availability of testing resources.* Keep watching for symptoms until day (According to the CDC with this strategy, the residual post-quarantine risk is estimated to be about 5% with an upper limit of about 12%).

d. Students please refer to syllabus/program handbook for information on missing classes due to COVID-19 or contact your faculty/coach.

e. Employees please refer to Human Resources website for addition information on COVID-19 policies or review information provided in this document in COVID-19 Leave and Benefit Policies.

9. What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact, continue to monitor for any symptoms of COVID-19.
You do not quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 and you have been identified as having been in close contact with them by the case investigation.

10. I am the supervisor/faculty/department that was notified by an individual they have been identified as a close contact and must quarantine. What should I do?

1.All individuals that have been identified as having been in close contact with an individual with infectious COVID-19 will be notified by the Public Safety Covid-19 Case Investigation Team when it occurs on campus. If it occurs off campus individuals will be notified by the county Public Health Department.

   a. Students have been asked to the syllabus/program handbook for information on missing classes due to COVID-19 or talk to their faculty or coach. Faculty are asked to work with the student on options if on-campus lab cannot be completed.

b. Employees are asked to refer to Human Resources website for addition information on COVID-19 policies or review information provided in this document in COVID-19 Leave and Benefit Policies. If this affects an on-campus position, please contact HR for additional information.

2. No additional cleaning/disinfecting is required in your area.

3. Current information on what to do if you have COVID-19 symptoms: Frequently Asked Questions :: Washington State Department of Health , provided in 25 languages.

3. How to get tested(including testing sites) and what happens if test is positive: Testing for COVID-19 :: Washington State Department of Health

Logging In and Out of Campus

1. **A face masks is required to come on campus.** The face masks must be worn properly covering nose and mouth. It should be fitted to the face, "gator" and scarf type face covering are not recommended as they do not fit against the face and therefore do not provide the protection level for the individual or others required.

If an individual does not have a face mask and has received permission to come on campus one can be provided. Please indicate if a face mask is needed when making arrangements to come on campus and the building you are entering will have one for

you. If one is not available a cloth face mask can be picked up from the Public Safety building on campus.

Buildings supervisors can request cloth face masks to have on hand through the facilities PPE request online form.

2. **Logging into campus:** everyone is required to complete the online logging system (check-in) indicating when they arrived on campus and requires completion of COVID-19 health screening self-attestation. Masks must be worn when coming to campus. The exception is participants for drive-up/walk-up events that do not enter buildings.

   a. Links are located by clicking on the COVID-19 link on the opening page of the Highline College website.
   Employees: Employee Self Screening Form (microsoft.com)
   Students: Student Self Screening (office.com)
   Guest: Guests Self Screening Form (office.com)

   b. COVID-19 health online screening asks each person to self-certify that they have experienced no COVID-19 symptoms since last visit to campus; have not had close contact with anyone that has been diagnosed with COVID-19; and have not had a positive COVID-19 test for active virus in the past 10 days.

   c. Answering "yes" to any question requires the person to leave campus and it is recommend individuals follow guidelines for What to do if you have confirmed or suspected COVID-19.

   d. If medical attention is immediately required 911 will be called.

   e. If unable to log in after arriving on campus and before entering a building the online process can be done just prior to coming to campus from home computer or another device. If no computer or device is available Public Safety on campus can be called to complete verbal check-in/check-out process.

3. Logging out of campus: everyone is required to complete the online log form (check-out) indicating exactly where on campus they have been (buildings/room numbers) and if any close contact occurred.

   a. Information provided in the log allows for accurate sanitization when required of areas used on campus and accurate contact tracing in the event a COVID-19 positive identified on campus.

b. Information is retained for the required period of time by the WA DOH and kept by Public Safety.

c. If unable to log out before leaving campus the online process can be done upon arriving home. If no computer or device is available Public Safety on campus can be called to complete verbal check-in/check-out process.

3. If logging information (check-in or check-out) is forgotten the information can be entered at a later date through the online system.

4. Individuals attending drive through events in parking lots and drop off/pick up events on campus are not required to do the logging system. Individuals working/volunteering at the event are required to do the logging system.

Entering and Exiting Buildings

Entry point to campus signage will be posted for students, employees and visitors describing shared on campus responsibilities, that includes guidance regarding proper hygiene and sanitization, social distancing and mask requirements. It will also include staying home if feeling sick, information on how and when to report concerns, self-attestation health screening and other information as appropriate or required. These are located on doors of buildings on campus.

1. **Logging in (check-in)** is required before entering a building on campus, this process includes a self-attestation of COVID-19 symptoms and confirms individual meets requirements to enter a building on campus including completion of COVID-19 Education module.

2. **Face masks** are required to enter buildings on campus, if a face masks is needed it can be provided at destination building or picked up from Public Safety building on campus. This is regardless of having had the COVID-19 virus or having had the COVID-19 vaccine.
    a. Students on campus for approved courses will be provided an alternative lab format is they are unable to wear a mask due to meeting an exception.
    b. Employees on campus unable to wear a mask due to meeting an exception will meet with the Human Resource Director and the Public Health Director to determine alternatives.
    c. Supervisor can request additional cloth face masks to have on hand for individuals who did not wear one to campus through the online PPE request form on the Facilities website.

3. Before entering the building, individuals are asked to **review the COVID-19 symptoms** Posters provided on entry to all buildings on campus asking anyone entering to read the COVID-19 health screening questions and only enter if they have answered "no" to all questions.
    a. This is provided as a secondary layer of protection to confirm individuals do not have COVID-19 symptoms. (everyone is required as a first layer of protection to complete the online check-in/self-attestation of COVID-19 symptoms prior to entering a building on campus)

    b. **Anyone answering "yes"** to COVID-19 health screening questions, having a temperature 100.4 F or higher (or feeling like they have a fever) cannot enter the building, must leave campus and it is recommended they follow guidelines for [What to do if you have confirmed or suspected COVID-19](#).

4. **"Gel-in" -Hand sanitizer** provided at entrance/exit to buildings, sanitizer that is a minimum of 60% alcohol. Guidance posted on a minimum 20 second rubbing of hands thoroughly until sanitizer dries. We ask everyone entering a building to "gel-in". If a hand sanitizer station is not present, then washing of hands is available.

5. Health Check Station

Students, staff and faculty in Building 26 with labs are required to complete a health station check. Check-in at the health station or designated area prior to entering lab/classroom.

   a. Confirmation of "check-in" through online system required.
   b. Confirmation no COVID-19 symptoms are present and meet requirements to be on campus including completion of COVID-19 Education and Safety Training.
   c. No touch temperature check completed, 100.4F or higher cannot enter the lab. If health station is closed faculty are responsible to do health screening prior to students entering the lab/classroom.
   d. If students/employees/visitors identify as having COVID-19 symptoms and/or 100.4F or higher temperature they are required to leave campus.
   e. It is recommended they follow guidelines for [What to do if you have confirmed or suspected COVID-19](#).
   f. Students/employees/Visitors are asked to report this information to Public Safety.
   g. If medical attention is immediately required 911 will be called.

Additional COVID-19 health stations will be set up on campus as required.

6. Temperature Scan
   a. Specific areas on campus require a temperature check prior to entering or upon arrival to work area
   b. Use of no touch temperature scanner is used

7. Social distancing

a. Maintaining 6' distance from others is required when entering buildings, social distancing markers are in place in front of several buildings. When markers are not present please use good judgment to maintain 6' distance from others while waiting to enter or leave a building.

8. **Upon leaving campus** everyone is required to complete the online log form (check-out) indicating exactly where on campus they have been (buildings/room numbers) and if any close contact occurred.

Handwashing/Hand Sanitizers

1. **Hand sanitizer** provided at entrance/exit to buildings, sanitizer that is a minimum of 60% alcohol. Guidance posted on a minimum 20 second rubbing of hands thoroughly until sanitizer dries.
   a. When going into or out of buildings on campus "gel in and gel out" when available, if not wash hands with soap and water when going into buildings and leaving.
   b. Hand-sanitizer should also be used through the time you are on campus.
   c. Hand washing with soap and water can be used in place of hand-sanitizer and is found to be as or more effective than hand-sanitizer.

2. **Hand washing** policy clearly stated in all buildings
   a. Routine handwashing is recommended several times throughout the day.
   b. Minimum 20 second hand-wash using DOH/CDC guidelines.
   a. Handwashing is encouraged after using the restroom, eating, coughing, sneezing or blowing nose.

3. **Facilities** will monitor to insure adequate supplies.

Social Distancing

Social distancing of at least 6' of separation must be maintained whenever possible by every person at the location, including visitors. In instances where the 6' separation cannot be maintained, administrative or engineering controls will be assessed and implemented when possible to minimize exposure.

Administrative or engineering controls from the WA DOH/CDC that may be implemented:

- Reduction of maximum capacity limits

- Identification of high-risk areas where people typically congregate and implement control/monitoring or close off

- One-way facility aisles in various building that have been identified as places of congestion

- Ingress/egress points in campus building limited while maintaining fire exits

- Stagger entry into buildings

- Maintain 6' distance when entering buildings or areas

- Distance markers used on campus when entering buildings and in places of congestion or signage

- Plexiglass or other protection is incorporated in areas where <6' distance is unavoidable for periods of time (face shields is an example of another type of protection)

- Virtual meetings even when on campus are encouraged

- Floor layouts in buildings reorganized to permit physical distancing

- Stagger usage of common areas

- When walking around campus or taking a break outside 6' distance requested

- Distance of <6' limited in amounts of time without a barrier

Labs/Classrooms

- Number of students determined by space (6' distance between)
- Seating spaced 6' distance (including faculty)
- Floor markings may be placed on the floor or on desks/tables in classrooms to identify where students should sit
- Once set up for social distancing rearrangement of furniture is prohibited
- Classrooms with two doors may have one designated for entry and one for exit
- 6' distancing markers outside doors or monitored
- Students/staff/faculty maintain 6' distance when possible (with the exception of briefly passing one another)
- Competencies that require <6' distance must be identified and a safety plan approved

Hallways

- May be designated as one-way traffic with signage

Offices

- Doors should be kept closed; this provides a barrier to allow hallway traffic
- Traffic routes through shared office spaces should be established to ensure distancing is maintained, this is determined by departmental supervisor
- Alternating work shifts are recommended for shared offices where distancing and engineering controls are not practical

- Meetings should not be held in small offices; these should be held in a larger room or when possible through Zoom
- A mask does not need to be worn when working alone in an office with the door closed, if you need to meet with individuals it is suggested you meet in another area due the airborne nature of the virus and the period of time it may stay in the air

Break Rooms for Employees

- Occupancy of break rooms, kitchens and copy rooms is severely limited due to 6' distancing requirement
- Seating may be reduced or re-arranged to comply with social distancing requirements
- Breaks should be staggered to avoid too many people in the break area at the same time
- Employees should wipe down microwaves, countertops, frig high-touch areas after they use with an approved disinfectant

Conference Rooms

- Conference room utilization should be severely limited due to the requirements of social distancing
- Should be used for one on one meetings when office space is insufficient to permit social distancing and face to face is unavoidable
- Most conference rooms can hold no more than 4 persons, some only 2
- Zoom should be considered first instead of in person when possible

Restrooms

- People are asked to step outside until someone vacates the space if all available stalls/urinals are in use

Limit Shared Resources

In work and lab areas limit the shared use of desks/equipment/supplies as much as possible.

 a. When multiple persons need to use desks/equipment/supplies individuals are asked to wipe with sanitizer between use. An example of this is a common break area where the high-touch surfaces are wiped after use by individuals.

 b. When sanitizing between use is not possible frequent use of hand-sanitizer is required.

Personal Protective Equipment (PPE)

Cloth Face Masks:

WA Labor and Industry guidelines will be followed for masks:

1. **Masks**
    Anyone coming to campus must wear a face mask and keep in place while on campus, the only exception is when working alone in an area where there is not a chance of other individuals entering the area. This includes both inside buildings and outside buildings. If an individual does not have a face mask a cloth face mask can be requested at Public Safety.

Cloth Face mask (covering) policy:

Highline College employees, students and any visitors are required (statewide mandate by Governor Inslee click here), to wear a cloth facial covering or face mask in an indoor public space, or in an outside public space when unable to physically distance from others. The only exception is when you are working alone in an office, vehicle, or at a job site. There are specific exemptions that include those with certain medical conditions and children under the age of two. (additional information is provided in COVID-19 Education/Training)

1. Students on campus for approved courses will be provided an alternative lab format if they are unable to wear a mask due to meeting an exception.
2. Employees on campus unable to wear a mask due to meeting an exception will meet with the Human Resource Director and the Public Health Director to determine alternatives.
3. Masks are required regardless of having had the COVID-19 virus or the vaccine.
4. Department supervisors can request cloth face masks to have on hand in case they are requested by an individual who did not wear a mask to campus.

2. **Gloves**
    a. When frequently shared objects are used on campus gloves should be used, an alternative is frequent use of hand-sanitizer/handwashing.
    b. Industry safety requirements will be followed when specific types of gloves are required. (example: specific gloves when using strong chemicals)

3. **Eye protection**
    a.   Industry standards followed when specific types of eye protection are required.

4. **Barriers**
    a. If <6' distance from individuals is required (other than briefly passing) that results in 15 or more minutes contact time a face shield should be incorporated with a

face mask. This provides a barrier protection. Another option that can be explored is a plexiglass barrier. The Public Health Director and Facilities can assess for plexiglass or face shields. To request email Nicki Bly at nbly@highline.edu.

b. With the increased airborne risk of the virus a face mask worn with a face shield is advised in most areas on campus.

4. **Students/employees/volunteers that are approved to be on campus will be provided with Personal Protective Equipment (PPE)** such as masks, gloves, eye protection, face shields as appropriate or required for students/personnel/volunteers not working alone (within physical distancing limits of six feet). Any activity will be shut down or suspend if PPE cannot be provided.

   Supervisors of each area can request PPE through the Facilities online PPE/Disinfecting Supply request form. The request form can provide:
   1. cloth face masks
   2. disposable gloves
   3. face shields (not disposable and issued one to an employee/student)
   4. Disposable Isolation Gowns
   5. Disinfectant in spray bottle and paper towels

Cleaning/Disinfecting

1. **Disinfecting is a way to keep our campus safe.** Spray bottles with disinfectant and paper towels are available to routinely wipe down high-touch areas. Everyone is encouraged to do this daily in their area.
   High-touch areas:
   - Door handles
   - Light switches
   - Phones
   - Keyboards (please follow industry guidelines for disinfecting electronics)
   - Push plates to open doors
   - Elevator buttons
   - Common areas with refrigerator (door handles), microwave (door handle and buttons), table and chairs, countertop
   - Printer area with copy machine (following industry standards for disinfecting electronics)
   - Shared items (staplers, hole punch)

   This list is an example and not comprehensive.

Individuals should routinely disinfect high-touch surfaces at start of day and continue throughout the day when high-touch areas are shared with others.

Please note: faculty and others using offices on campus disinfecting cleaner in spray bottles with paper towels are provided to frequently sanitize high-touch surfaces and shared resources. If needed request supervisor or office staff order through Facilities PPE online request form. Shared supplies are normally kept in the common space in most buildings.

2. Facilities has increased cleaning/disinfecting following industry best practice.

Facilities department follows COVID-19 industry guideline protocols. Routine cleaning is done with increased emphasis on cleaning/disinfecting high touch surfaces.

- Classrooms
    - Door handles
    - Light switches
    - Desks or tables
    - Push plates
- Public areas
    - Door handles
    - Elevator buttons
    - handrails
    - Push plates
    - Key card reader
    - Water bottle fill station
- Restrooms
    - Door handles
    - handrails
    - Stools/urinals
    - Sinks
    - Counters
    - Stall door handles

This list is an example.

3. Routine Cleaning Frequency

Unoccupied Buildings: Routine custodial cleaning with the enhanced cleaning of high-touch surfaces will resume once the buildings are occupied again.

Occupied Buildings: in addition to routine custodial cleaning, cleaning frequency has been increased to clean and disinfect common areas and commonly touched surfaces in occupied buildings. Touchpoints such as entrance handles, handrails, elevator buttons, restroom stall handles/doors are being cleaned at least once daily. Some areas of the campus, specific to the operation, clean to the standard of their department or unit's operational needs.

4. COVID-19 confirmed Infectious on Campus in Non-Essential Areas

These areas include classrooms and other areas on campus where they can be closed for cleaning/disinfecting. (applies to most areas on campus)

1. On campus within the past 7 days:

   a. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets, if waiting 24 hours is not feasible, wait as long as possible.
   b. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
   c. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
   d. Areas can be reopened after the proper disinfecting is complete.
   e. Upon opening the area back up as a precautionary measure individual are asked to wipe down with disinfectant any shared electronic equipment like tablets, touch screens, keyboards and remote controls before using.

2. More than 7 days since person was on campus:
   a. Area is not closed.
   b. Routine cleaning and disinfecting of high touch surfaces on normal schedule.

Note: 7 days is determined by the WA DOH and CDC for disinfecting

5. COVID-19 confirmed Infectious on campus in Essential Areas

These areas include areas that support critical infrastructure of the college and cannot closed. (examples are Public Safety, Facilities)

a. Cleaning/Disinfecting when confirmed infectious COVID-19 in an essential area on campus:

1. On campus within the past 7 days:

   1. Essential areas on campus such as Public Safety and Facilities may not be able to close off an area. In this situation:

   a. Immediately disinfect area wearing a face mask, face shield and the CDC recommends wearing a disposable isolation gown. Spray down the area with disinfectant and follow chemical guidelines. This includes offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, elevator buttons, water bottle refill station and other shared equipment.
   b. Open outside doors and windows to increase air circulation in these areas as possible for several hours.

Have COVID-19 Symptoms and was infectious on campus but **not** within 7 days example: (they were last on campus 9 days ago)

MON	TUE	WED	THU		FRIDAY	SAT	SUN
	Start Infectious period		First COVID-19 symptoms appeared (individual stayed home from this point)		Day 7	Day 6	Day 5
	Were you on campus? __x__Yes ____No	Were you on campus? ___x_Yes ____No					
MON	TUE	WED	THU		FRI	SAT	SUN
COVID-19 Test Day 4	Day 3	Day 2	Day 1		Individual received test results and notified campus:		

Have COVID-19 Symptoms and was infectious on campus **within** 7 days example: (on campus 6 days ago)

MON	TUE	WED	THU	FRIDAY	SAT	SUN
		Start Infectious Day 7	Day 6	COVID-19 test Day 5	Day 4	Day 3
		Were you on campus? __x_Yes ____No	Were you on campus? _x__Yes ____No	Were you on campus? __x_Yes ____No		

MON	TUE	WED	THU	FRI	SAT	SUN
		Got + result back and notified campus				
Day 2	Day 1					

6. Cleaning/Disinfecting when an individual has COVID-19 symptoms develop while on campus (non-essential area)

The individual may not have COVID-19 but the following precautions are advised:

If the individual was on campus with the past 7 days immediately close the area and mark not accessible/closed for disinfection of COVID-19.

a. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets, if waiting 24 hours is not feasible, wait as long as possible.
b. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
c. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
d. Areas can be reopened after the proper disinfecting is complete.
e. Upon opening the area back up as a precautionary measure individuals are asked to wipe down with disinfectant any shared electronic equipment like tablets, touch screens, keyboards and remote controls before using.

7. Cleaning/Disinfecting when an individual has COVID-19 symptoms develop while on campus (essential area)

The individual may not have COVID-19 but the following precautions are advised:

1. Essential areas on campus such as Public Safety and Facilities may not be able to close off an area. In this situation:

c. Immediately disinfect area wearing a face mask, face shield and disposable isolation gown. Spray down the area with disinfectant and follow chemical guidelines. This includes offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, elevator buttons, water bottle refill station and other shared equipment.

d. Open outside doors and windows to increase air circulation in these areas as possible for several hours.

8. Deliveries/Packages:

a. Staff will wear proper PPE when receiving, storing and delivering packages including face masks and gloves. Staff will also wash their hands and use sanitizer throughout their shift when touching packages and delivered items.

Note:

- Cleaning: refers to the removal of dirt and impurities, including germs, from surfaces using soap or detergent.   Cleaning alone does not kill germs, but through cleaning will significantly decrease their numbers and lower the risk of spreading infection.

- Sanitizing: reduces germs on surfaces to levels that are safe

- Disinfecting: kills germs on surfaces

(WA DOH/CDC)

Break Rooms for Employees

1. Faculty and staff breaks, and lunches will be taken in separate locations or in shifts.

2. Students in instructional programs will be scheduled in 2-4-hour blocks with no lunch area provided inside buildings.

a. Student breaks with food/drink can be taken by going through exit/entrance procedure of removing and putting back on PPE to go outside for breaks, where physical distancing must be observed. No food or beverages allowed in labs. Masks must remain on while in the building at all times.

Student Lockers

Lockers will not be available for use.

Students will be encouraged to not bring items with them that cannot be kept on their person.

Elevators

Use of stairwells will be encouraged using 6' distancing between individuals. Elevators will be used by only one person at a time when possible.

High-touch areas such as buttons in elevators will be cleaned/disinfected daily.

Study Areas

These areas where students and employees typically congregate have been blocked off or have closed notices to promote social distancing.

Students Dropping Off or Picking Up from Campus

1. Prior permission from Vice President/Director is required along with an approved safety plan by the Public Health Director.
2. IT Technology or other pickups/drop off through drive-up are not required to do the logging system (check-in/check-out online system). Students are required to confirm they do not have any COVID-19 symptoms or are in isolation or quarantine. Wearing a mask is required.
3. Other pickups/drop off through walk up are not required to do the logging system (check-in/check-out online system).
4. Students are required to confirm they do not have any COVID-19 symptoms or are in isolation or quarantine. Wearing a mask is required.
5. It recommended that staff working the drive up wear a face mask with a face shield.

Volunteers

1. Volunteers on campus will be prohibited or limited. Request for volunteers must be made through appropriate Vice President/Director and if approved a safety plan developed with the Public Health Director.

   a. Volunteers are required to complete a provided COVID-19 Education module.

b. Volunteer are required to use the online log system to indicate when they arrived on campus and complete the self-attestation COVID-19 health screening.

c. Upon leaving campus all volunteers are asked to use the online log system providing information and every building/room entered while on campus and any close contact with other individuals/groups.

d. Volunteers are required to confirm they do not have any COVID-19 symptoms or are in isolation or quarantine.

e. Volunteers are required to follow COVID-19 safety requirements on campus.

f. Wearing a mask is required.

Contractors and Deliveries

COVID-19 Education, health screening protocols must be implemented by the employer and policy provided upon request.

On the Highline Campus masks must be worn at all times.

Contractors/deliveries are required to follow COVID-19 safety requirements on campus.

1. Deliveries

    a. Deliveries that have legitimate business dealings with the college will be permitted on campus for recurring visits that are under 30 minutes. Example of this would be UPS delivery.

2. Contractors

    a. Require prior approval.
    b. Upon arrival contractors must go through the check-in process with a designated COVID-19 designee. This includes confirmation of having no COVID-19 systems, not being on isolation or quarantine measures and having completed the check-in online process.
    c. A log will be kept for a minimum of 6 months and will include the name, phone number, email, day/time and location for individuals.
    d. Everyone must use the logging system with COVID-19 health self-attestation (check-in/check-out online system).

Visitors
Visitors will not be permitted unless special permission is granted by Vice President/Director and Public Health Director.

    a. Normally only persons providing service and receiving a service related to the operations of the college are permitted to be in buildings.

b. Employees shall not bring their children, spouses, relatives or friends to their place of work unless that person(s) is receiving services provided by the college or providing a service to the college under a recognized contractor or vendor relationship.

Concerns Due to COVID-19 Safety

1. Students: Alternative arrangements for can be discussed for individuals who are assigned to on campus labs upon request or refusal to attend class due to concerns related to COVID-19 campus safety with faculty.
2. Employees: Alternative arrangements for employees can be discussed for individuals who are assigned to on campus work upon request or refusal to attend work due to concerns related to COVID-19 campus safety with Human Resources.
3. Priority will be given for students/employees who are considered high-risk or vulnerable as defined by public health officials; state guidelines will be followed for COVID-19 scenarios and benefits.

Please refer to HR information regarding the most current policies regarding concerns for COVID-19. This is located on the Highline College Website.

Limit gathering sizes

1. Direct instruction
    a. Direct instruction is only limited in number of people by the COVID-19 safety protocols required

2. Any other type of gathering other than direct instruction must follow the Safe Start Washington guidance. New restrictions issued by Governor Inslee on November 15 prohibit gathering unless people:
    a. Quarantine for 14 days before the gathering, or
    b. Quarantine for seven days before the gather and have a negative COVID-19 test within 48 hours of the gathers.
    c. Outdoor gathers are limited to five people from outside a household.

    Please refer to: Issue Brief COVID-19 Safety Protocols for Higher Education Institutions revised Nov. 17, 2020 Ver. 2 by Washington State Board Community and Technical Colleges

3. Current information on the limit to gathering sizes can be found at WA DOH and should be referred to.

Public Health Director

The Public Health Director on campus is available to help answer questions regarding COVID-19 safety on campus and help areas plan to return to campus.

Questions about what cloth face masks, face shields and other types of Personal Protective Equipment for individuals in different areas.

They also are responsible to coordinate monitoring compliance with COVID-19 safety on campus and response to concerns regarding compliance. Questions should be directed to Public Health Director, Nicki Bly at nbly@highline.edu.

Commonly asked questions:

1. When do I need to wear a face mask on campus? COVID-19 virus is mainly thought to be passed from person to person through breathing the virus into the lungs, wearing a mask when on campus (inside or outside) is required. The CDC studies have shown if an infected individual wears a mask and you wear a mask your risk is low. If you stay 6' distance apart it is very low risk.

If you work alone in an individual office or area then you can take off your mask, but if anyone comes to your area you need to immediately put back on. Due the virus staying in the air for a period of time you should consider keeping a mask on if you have visitors to your office.

2. Should I be wearing a face shield? I recommend wearing a face shield as it provides a barrier. Barriers are very effective. If you are interested in having a face shield, please contact me for more information on how to care for the face shield properly and where to request one. It must be worn with a face mask.

3. Do I need to wear a face mask with a face shield and what type of masks should I wear? The CDC has shown in studies that a face shield (barrier) must be worn with a face mask to be effective. On our campus the face shield is required to be worn with a face mask.

Cloth face masks are acceptable in general for the public, especially under the age of 60 and who do not have underlying health conditions. Medical masks (i.e. disposable surgical masks) should be considered for any individual with underlying health conditions, including chronic respiratory disease, cardiovascular disease, cancer, obesity, immunocompromised patients, and diabetes mellitus.   Wearing a cloth face mask over a disposable surgical mask provides additional protection as it ensure the cloth face masks is fitting against the face properly with no gaps. These recommendations may be updated with the virus strains depending on increasing research evidence.

4. How do I determine the best way to keep safe in an area where I work with other individuals? Doing a safety assessment is important, this looks at 6' distance, airflow, use of barriers, disinfecting policy for your area and PPE. If you would like assistance with this, please contact me and we can set up a zoom time to review your safety plan.

5. Where do I find answers to my questions about COVID-19? Information on COVID-19 in this document is from the WA DOH and the CDC. You can find links at the end of this document. Information regarding Human resources for COVID-19 can be found on the Highline College Human Resources webpage.

6. What if I have been working around someone who has been identified as "close contact" and is quarantining, do I also need to quarantine? No, the CDC asks that anyone that has been around an identified "close contact" monitor their COVID-19 health as normal.

7. When I work in my workspace do I need to disinfect high-touch surfaces? Yes, you should routinely wipe down high-touch surfaces in your area such as doorknob, elevator buttons, push pads to open outside doors, telephone, keyboard and desktop.

Please note always follow instructions for wiping off electronics per manufacturers recommendation.

8. Do I need to wipe down items shared with others between use? Yes, things like the copier keypad, door of microwave, door of refrigerator, coffee maker, shared stapler.

Please note always follow instructions for wiping off electronics per manufacturers recommendation.

9. A member of my household has COVID-19 and is in isolation, what do I need to do? If you have been in close contact while they were infectious then you need to quarantine. (infectious would be 2 days before symptoms started up through end of isolation)

- Be alert for symptoms, watch for fever, cough shortness of breath or other symptoms of COVID-19.

Follow the WA DOH and CDC guidance for caring for someone with COVID-19 in your home including:

- Use a separate room and bathroom for sick household members (if possible).
- Everyone should wash their hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, going to the bathroom and before eating or preparing food.
- If soap and water is not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands if visibly dirty.
- Provide your sick household member with clean disposable facemasks to wear at home, if available, to help prevent spreading COVID-19 to others. Everyone else should wear masks at home also. Masks offer some protection to the wearer and are also meant to protect those around the wearer, in case they are infected with the virus that causes COVID-19.
- Clean the sick room and bathroom, as needed, to avoid unnecessary contact with the sick person.
- Watch for symptoms and be familiar with when to seek emergency medical attention.

- According to the CDC: look for emergency warning signs. If someone is showing any of these signs seek medical emergency care immediately
  - Trouble breathing
  - Persistent pain or pressure in 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 other symptoms that are severe or concerning to you.
    Call 911 or call ahead to your local emergency facility: notify the operator that you are seeking care for someone who has or may have COVID-19.

10. A member of my household was in close contact and is in quarantine, what do I need to do?

Be alert for symptoms, watch for fever, cough shortness of breath or other symptoms of COVID-19. You do not need to self-quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 and you were in close contact

Requesting Permission for Drive-Up/Walk-up Events

Drive up events on campus are held in the parking lots and participants are not allowed to exit their vehicles.

If a walk-up event is required signage will be provided for individuals. No restrooms or other areas on campus will be open.

Logging in (check-in/check-out) is required for those working the event (employees/students/volunteers/others). These individuals are working   together in an area, often have to enter at least one building on campus for supplies/materials associated with the event, coordinate with Public Safety during the event and may use a restroom.

Logging in (check-in/check-out) is NOT required for participants as they are not entering any buildings on campus and are only there for a limited time to pick-up/drop-off.

All drive-up participants and volunteers must wear a face covering to the event and are asked to do their own self-attestation of COVID-19 health.

The Safe On Campus Plan must be developed in conjunction with, or under the direction of, the Public Health Director and departmental supervisor or designee.

The Safe Start Plan must be submitted to the Public Health Management Team who will review the plans for compliance with the Safe Back to School Higher Education plan and other regulatory sources as applicable. After the review, and if necessary, a revision process, the Public Health Management Team will make a recommendation to the

reporting Vice President/Director who will be responsible for approving/denying the Safe Start Plans.

Please refer to **Addendum 3: Drive-up Request Process/Safety Training**

Requesting Permission for Instructional Activity on Campus

Currently only labs or specific sessions of labs that cannot be done remote are allowed on campus. Any exceptions to labs are considered on a case by case basis.

All programs wanting to hold in-person instructional activities must first request tentative approval from the VPAA and complete a Safe on Campus Plan. The plan must satisfactorily address the requirements contained in this document, Proclamation 20-12.1/.2 and any other regulatory sources as applicable to institutions of Higher Education in Washington State.

The Safe On Campus Plan must be developed in conjunction with the Public Health Director and departmental supervisor or designee.

The Public Health Management Team who will review the Safe on Campus Plan for compliance with the Safe Back to School Higher Education plan and other regulatory sources as applicable. After the review, and if necessary, a revision process, the Public Health Management Team will make a recommendation to the VPAA who will be responsible for approving/denying the departmental Safe On-Campus Plans.

As the COVID-19 numbers decrease in the community additional on campus courses will be allowed following guidelines from the WA DOH, the Governor and the CDC. This plan will be updated at that time.

Please refer to Addendum 1: Faculty/Staff Teaching On-Campus for Lab Handout and Addendum 2: Students On-Campus for Lab Handout

Requesting Permission for Departments on Campus

Currently essential departments are on campus, such as Facilities and Public Safety. Departments are providing virtual services in most all other areas.

Departments wanting to reestablish in-person services must first obtain tentative approval from respective Vice President/Director. Then a Safe Start Plan is required to be developed. The plan must satisfactorily address the requirements contained in this

document, Proclamation 20-12.1/.2 and any other regulatory sources as applicable to institutions of Higher Education in Washington State.

The Safe Start Plan must be developed in conjunction with, or under the direction of, the Public Health Director and departmental supervisor or designee.

The Public Health Management Team who will review the Safe on Campus Plan for compliance with the Safe Back to School Higher Education plan and other regulatory sources as applicable. After the review, and if necessary, a revision process, the Public Health Management Team will make a recommendation to the VP/Director who will be responsible for approving/denying the departmental Safe On Campus Plans.

Athletics

The Athletics Department is required to meet the requirements of this document, Healthy Washington and the Northwest Athletic Conference (NWAC) return-to-play guidelines. Each sport requesting to return to campus will require tentative approval from Vice President/Director and develop a Safe Start Plan.

The Safe Start Plan must be developed in conjunction with, or under the direction of, the Public Health Director and departmental supervisor or designee.

The Public Health Management Team who will review the Safe on Campus Plan for compliance with the Safe Back to School Higher Education plan and other regulatory sources as applicable. After the review, and if necessary, a revision process, the Public Health Management Team will make a recommendation to the VP/Director who will be responsible for approving/denying the departmental Safe On Campus Plans.

Please note: A Safe Start Plan is required for any related athletic activity including team play, practice, and related courses.

Labs On-Campus

Labs approved on campus are currently being limited to only those that cannot be done in an alternative format. This may be only a few individual labs of a course provided on-campus.

An approved Safe On-Campus plan is required that includes:

1. COVID-19 Education for Labs

2. Roster/Schedule with contact information of students/staff/faculty

3. Monitoring of logging system for students/staff/faculty (check-in/check-out)

4. May require secondary health screening through Health Station

5. Protocols to enter/leave buildings/classrooms

6. Hand-sanitizer stations to "gel-in and gel-out"

7. Social distancing requirements: 6' distance between individuals with the exception of briefly passing one another whenever possible

When not possible the competencies required to be <6' distance must be listed with a safety plan to limit close contact risk that incorporate administrative or engineering controls

8. Shared resource plan: limiting, disinfecting between students

9. PPE must be determined and be available

An example: in labs a face mask with a face shield is required of all students/faculty and staff.

10. No food or drink allowed; mask must stay on at all times

11. Cleaning and disinfecting plan to include wipe down of high-touch surfaces by students/staff/faculty before/during and after labs

12. Alternative for students/staff/faculty that do not feel comfortable in lab due to COVID-19 risk, or are in quarantine/isolation

13. Alternative for course if closed to on-campus access due to COVID-19

14. Limit lab time to 3-4 hours when possible as there are no food services on campus, breaks for food/drink require student to leave the building

The Public Health Management Team who will review the Safe on Campus Plan for compliance with the Safe Back to School Higher Education plan and other regulatory sources as applicable. After the review, and if necessary, a revision process, the Public Health Management Team will make a recommendation to the VPAA who will be responsible for approving/denying the departmental Safe On Campus Plans.

Residential Facilities on Campus

Updated with Proclamation 20-12.2
Physical Distancing and Masks
1. Limit the occupancy of bedrooms to no more than two residents. This limit does not apply to family members residing together. For purpose of this proclamation, "family member" means an aunt, child, cousin, domestic partner, grandchild, grandparent, parent, sibling, spouse or uncle, whether biological, adoptive, step, foster, de facto, in loco parentis, or by guardianship.

2. Those sharing a bedroom are not required to wear face coverings when they are in their bedroom, unless a visitor is present, and they are not required to maintain physical distancing from one another in or out of their bedroom.

3. Limit gatherings in residential facilities as follows:

   a. A gathering in a bedroom must be limited to the two people who reside in the room and one visitor at a time;

   b. A gathering in a residential unit, outside a bedroom, must be limited to five people at a time, and only one such gathering may occur in a residential unit at a time;

   c. A gathering in a residential facility, outside of a residential unit, must be limited to five people at any time in any one room;

   d. A gathering in a residential facility, outside of a residential unit may exceed the limit if it is for educational purposes and is authorized by the institution, subject to any requirements imposed by the local health officer or DOH;

   e. All people gathered must wear face coverings and maintain 6' distance, except as otherwise provided herein or in the Ordering of the Secretary of Health 20-03.1 and subsequent amendments;

   f. Furniture must be moved, gathering spaces modified, and attendance must be limited to accommodate the required physical distancing of those gathered. If a gathering space cannot accommodate physical distancing it cannot be used;

   g. Family members who reside together are exempt from the above limits on gathering in bedrooms, residential units, and residential facilities. Family members who reside together may gather anywhere in a residential facility with up to two visitors. Family members who reside together must maintain 6' distance from visitors when gathered. They must wear face coverings/

4. Signage will be in place to remind individuals to stand at least 6' distance and avoid gathering in common areas;

Cleaning and Sanitizing

1. Complete thorough and detailed cleaning of entire facilities, with focus on high contact areas;

2. Resident Advisors will clean the community room and sanitize all doorknobs, and other identified high touch areas daily;

3. Signs on proper handwashing placed in restrooms, hand sanitizer provided in common areas as supplies permit.

4. Residents provided their own sanitation solution or wipes to clean and sanitize their own areas;

5. If an individual is identified as COVID-19 and was infectious while in an area of Campus View the area will be closed for 24 hours when possible and then cleaned and disinfected.

Health

1. Face masks worn at all times throughout the building, except when they are within their own rooms.

2. Residents will be provided information on where to locate the Safe Back To School Higher Education Plan online and provided with COVID-19 Safety information specific to Campus View.

3. An area has been identified for isolation and quarantine in Campus View.

Quarantine and Isolation Housing

1. Provide isolation and quarantine housing and support services as follows:
    a. The institution must provide isolation and quarantine housing and support services to any campus personnel who live in institution provided housing, any residential student, and any non-residential student who lives in shared housing in proximity to campus who needs to be isolated or quarantined pursuant to this proclamation and cannot be safely isolated or quarantined in their usual place of residence;
    b. The institution must provide prompt access to isolation and quarantine housing and support services when informed by personnel or a student that they meet the above criteria for such housing;
    c. The institution may charge students and personnel for the cost of providing housing and support services consistent with its policies on institutional aid for students demonstrating financial need and policies on fee waivers;
    d. Isolation housing must be sufficiently separated from quarantine housing so that isolated individuals can avoid coming into close contact or using the same spaces or facilities in the housing. "Isolation housing must not share a ventilation system with quarantine housing;
    e. Support services are those services required to meet the individual's daily needs, including but not limited to, food and drink, basic supplies, health monitoring, and internet access and other appropriate means of communication;
    f. The institution must inform all personnel and students of the availability of and directions for obtaining needed access to isolation and quarantine housing.

Governance

1. Make diligent efforts to monitor and enforce compliance with the requirements of this proclamation by students and personnel within the institution's disciplinary authority and procedures and any other applicable authority;
2. Institutions with police forces, undertake the patrol and enforcement activities describe above in areas within the police force's jurisdiction.
3. A record of those visiting, including name, date, time in and out, mobile phone number and email must be maintained for 30 days from the date of visit and is to be made available upon demand to public health officials for purposes of conducting outbreak investigations or case investigations and contact tracing.
4. Follow required updated guidance for residential facilities on a campus and update safety plan.

Leave and Benefit Policies

The most recent Highline College COVID-19 leave and benefit policies and benefits information can be found on the Human Resources website, located at www.humanrespources.highline.edu (select "leave options related to COVID-19). **Please verify information provided with Human Resources.**

Leave or benefit related questions please contact Human Resources at 206-592-3812 or by email at hrstaff@highline.edu .

1. Expansion of Sick Leave for Eligible Employees

The President has authorized expanded use of sick leave for all staff. This will allow employees to use sick leave for circumstances that do not currently fall under the WPEA Collective Bargaining Agreement or leave practices for exempt staff.

If an employee feels unsafe in the workplace and does not want to telework, they may use accrued sick leave or vacation even if they present no symptoms.

If a school or place of care for an employee's child is temporarily closed by a public health official because of COVID-19, then the employee may use accrued sick leave or vacation to cover an absence while they stay home to care for their child. They may use accrued leave for the duration of the closure.

In cases of childcare emergency, employees may telework and use a combination of leave. Telework should be approved by the manager and VP/Executive Director.

During this emergency, policies that require that vacation be depleted before the use of sick leave are currently suspended.

2. Proclamation 20-46.2 Employment Accommodations for High-Risk Employees

Governor Jay Inslee issued [Proclamation 20-46.2](#), which ensures accommodations are provided to high risk employees, as defined by the Centers for Disease Control and Prevention (CDC), that protect them from risk of exposure to the COVID-19 disease on the job. The Proclamation will be in effect for the duration of the State of Emergency.

Upon request, high-risk employees are to be offered alternative work assignments, including telework, alternative, or remote work locations, and social distancing measures, if feasible.

- If an alternative work assignment is not feasible, or the employee declines, the employee may use any accrued leave or seek unemployment benefits;

- The employer will maintain the employee's health insurance benefits;

- The employer will not permanently replace the high-risk employee for taking advantage of the benefits provided under [Proclamation 20-46.2](#)

Medical Verification

Consistent with Proclamation 20-46.2, the Highline will not require verification from a medical provider when the employee seeking an accommodation is either 65 years of age or older or falls within the "at increased risk" category.

The college may require verification from a medical provider when the employee either falls within the "might be at an increased risk" category or seeks to use any leave where a state or federal law or collective bargaining agreement separately requires verification for the use of leave.

Accommodations provided

When requested by an employee considered at high-risk from exposure to COVID-19, the college will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures.

- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or elect to claim [unemployment insurance](#).

- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, **even if the employee has exhausted all their own paid time off during the period of leave.**

Highline College will not terminate, suspend, discipline, or take any other adverse employment action against an employee exercising their rights under this Proclamation, nor take any action that would result in loss of the high-risk employee's current position by permanent replacement. Additionally, the college will not apply or enforce any employment contract provisions that contradict or otherwise interfere with the intent of the Proclamation. For example, employees can use their time off in any sequence at the discretion of the employee, even if not consistent with collective bargaining agreements, civil service rules, or institutional policy.

When no work reasonably exists for a high-risk employee, Highline may permanently or temporarily layoff the employee. Layoff will not adversely affect the employee's eligibility for unemployment benefits.

As of July 29, 2020, Proclamation 20-46 will remain in effect through the duration of the COVID-19 emergency or until otherwise rescinded or amended and applies to all employees, including healthcare workers and emergency responders.

Process for Accommodation Requests

To apply for accommodation under [Proclamation 20-46.2](#), employees must complete the appropriate form (located on [HR's Google Drive](#)) and submit it to [hrstaff@highline.edu](#). If an employee requests an accommodation that is not easy to implement or is not something the college would normally provide any other employee, refer the employee to the [reasonable accommodation procedure](#)

Alternate work assignment

If an employee who is at higher risk of severe illness from COVID-19 requests an accommodation due to the potential threat of exposure to COVID-19 in the workplace and the accommodation would be easy to implement or one that you would otherwise provide to any other employee, departments should:

- Develop and implement the accommodation as soon as possible.

- Memorialize the accommodation in writing. Telework arrangements must be documented using the [Telework Plan and Agreement Form](#).

- Communicate the alternate work assignment or other measures to the employee, including any schedule or location changes, anticipated end date, and any other requirements.

Options for physical distancing (including staggering shifts), telework, alternative work locations, reassignment, or performing alternate work assignments should be

considered. The Public Health Director and Human Resources will provide guidance as necessary.

Employees with job duties that may require them to work on-site in close contact with others are encouraged to talk to their manager about options for physical distancing or performing alternate work assignments.

Confidentiality

1. **Confidentiality**
In all matters related to COVID-19 affecting individuals confidentially is maintained.
All communication will respect the individual privacy to the highest level possible. FERPA will be followed, the Family Educational Rights and Privacy Act, saying that schools could share coronavirus data as long as it does not give out personal information of students.
Information such as name, gender, including pronouns, and age will not be shared with those other than individuals involved in case investigation.

All communication will respect the individual privacy to the highest level possible. Information such as name, gender, including pronouns, and age will not be shared with those other than individuals involved in case investigation. Public Safety case investigation team: Director Public Safety, Assistant Director Public Safety, Public Health Director, and Human Resource Director. Supervisor/faculty may be provided information if required for case investigation.

Confirmed/Possible COVID-19 on Campus

1. **Primary Case Investigation by County Public Health**
    a. Primary case investigation and contact tracing is done by the Public Health department in individual counties (they are informed of COVID-19 positive tests).

2. **Highline College Supporting efforts of Public Health**
    a. Highline College supports the Public Health departments by providing secondary case investigation and contact tracing. We depend upon voluntary notification from individuals and **do not** take the place of primary case investigation and contact tracing.

b. When an individual has confirmed COVID-19 and has been on the Highline College campus within 14 days of diagnosis we request immediate notification to the college. The purpose is to quickly act and prevent further transmission on the campus through notification of close contacts and cleaning/disinfecting following WA DOH/CDC guidelines.

3. **When to notify campus you have a positive COVID-19 test**

   a. **Employees:** If an employee tests positive for COVID-19 and has been on campus within 14 days of diagnosis, please alert your supervisor. The supervisor will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to activate the case investigation team and begin the contract tracing process.
   Or
   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

   b. **Students:** If a student tests positive for COVID-19 and has been on campus within the past 14 days of diagnosis, please inform your faculty member. The faculty member will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to activate the case investigation team and begin the contract tracing process.
   Or
   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

   c. **Others**

   If contractors, volunteers or others (not employee/students) tests positive for COVID-19 and has been on campus within 14 days of diagnosis, please alert department director that arranged your on-campus permission. The department director will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to activate the case investigation team and begin the contract tracing process.
   Or
   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

   Definition suspected or confirmed cases of COVID-19: includes all individuals whose healthcare provider has determined they have by diagnosis or anyone who has tested positive for COVID-19, even if they have no symptoms.

Definition infectious: 2 days before COVID-19 symptoms started or if symptomatic 2 days before a positive COVID-19 test.

4. **When to notify campus if you have COVID-19 symptoms (but do not know if you are COVID-19 positive)**

When an individual has COVID-19 symptoms and has been on the Highline College campus and may have been infectious, (infectious period starts two days prior to symptoms) we request immediate notification to the college. The purpose is to quickly act and prevent further transmission on the campus.

The individual may not have COVID-19 but to best ensure safety on campus we will follow cleaning/disinfecting protocols as if they had received a COVID-19 positive test.

a. **Employees**
   If an employee has had COVID-19 symptoms while on campus and may have been infectious, (infectious period starts two days prior to symptoms) please alert your supervisor. The supervisor will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to determine if cleaning/disinfection is required.
   Or
   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

b. **Students**
   If an student has had COVID-19 symptoms while on campus, starting two days prior to symptoms please alert your supervisor. The supervisor will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to determine if cleaning/disinfection is required.

   Or

   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

c. **Others**
   If contractors, volunteers or others (not employee/students has had COVID-19 symptoms while on campus starting two days prior to symptoms please alert department director that arranged your on-campus permission. The department director will alert the Director of Public Safety David Menke or the Assistant Director of Public Safety Francesca Fender to activate the case investigation team and begin the contract tracing process.
   Or
   Notification can be done directly with Public Safety, Dmenke@highline.edu or Ffender@highline.edu. Phone: 206-592-3218

Case Investigation Process

1. Confirmed COVID-19 on Campus

   a. Once there is a notification of a <u>confirmed</u> COVID-19 on campus case investigation is started by the Director or Assistant Director of Public Safety.

   b. Case investigation and contact tracing by Highline College is implemented by a specially trained team in Public Safety. All members of the team have completed case investigation and contact tracing for COVID-19 by John Hopkins University.

   c. When individuals contact Public Safety the case investigation interview occurs, if a return call or email is required, we strive to contact COVID-19 positive individuals for the case investigation interview within 24 hours of notification. Priority is to contact as soon as possible.

   d. Information obtained in case investigation includes when the individual was notified of being COVID-19 positive, when/where they were on campus, who they were in close contact with and when symptoms started (if any). Following CDC guidelines this information will determine the infectious period and if infectious while on campus.

   e. Additional information will be obtained from the "check-in/check-out" logging system and if applicable rosters/schedules of courses approved on campus to determine close contact as part of the case investigation.

   f. Identity of individuals who are suspected or confirmed to have COVID-19 and their close contacts is protected and is disclosed only on a need to know basis to those involved in the public health response.

   g. Case Investigation Team: Director Public Safety David Menke, Assistant Director Public Safety Francesca Fender, Human Resources Director Summer Korst, Public Health Director Nicki Bly and if needed supervisor or faculty instructor.

2. COVID-19 symptoms (not confirmed COVID-19)

   a. An individual that has identified they have possible COVID-19 symptoms while on campus or was on campus 2 days before symptoms started will be reviewed by Public Safety and/or Public Health Director.

   b. They will be asked to contact their health care provider and/or obtain a COVID-19 test and update Public Health with the results.

   c. If assessed as possible COVID-19 symptoms the process for confirmed infectious on campus will be followed.

   d. If individual has a positive test result obtained, then case investigation will continue.

Highline College is committed to keeping our campus as safe as possible. We encourage immediate reporting to facilitate campus case investigation. We can often identify close contact and arrange cleaning/disinfecting before county public health notifications occur.

Case investigation will occur as quickly as possible but depends upon reaching individuals involved. If you receive a phone call/email from Public Safety please answer immediately as it could involved a positive COVID-19 investigation.

Following recommended COVID-19 case investigation protocols an attempt will be made by phone twice normally before trying to contact by email.

Not infectious while on campus

a. If the individual was not on campus while in the infectious period, they are provided information from the WA DOH/CDC for isolation and required to follow WA DOH requirements for discontinuing isolation before returning to campus.
b. No information is provided to the campus because they were not a health risk.

Notification to Close Contact(s)

1. **Notification to close contact(s) of confirmed COVID-19 (infectious)**

   Definition Close contact: any individuals that were <6' distance for 15 accumulative minutes in 24 hours will be notified they have been in "close contact".

   On our campus we have implemented extensive safety protocols including required use of face mask and maintaining >6' distance whenever possible. When <6' distance for a period of time is identified we implement barriers when possible including plexiglass and face shields. These measures provide an environment that is low risk according to the WA DOH and CDC. Regardless of these measures we follow WA DOH and CDC definition of close contact for the public.

   a. We strive to contact individuals having been identified as being in close contact within 24 hours of receiving their contact information.
   b. Individuals will be required to quarantine following WA DOH/CDC requirements and return to campus only after meeting all requirements.
   c. Identity of individuals who are suspected or confirmed to have COVID-19 and their close contacts is protected and is disclosed only on a need to know basis to those involved in the public health response , the COVID-19 Case Investigation Team: Director Public Safety David Menke, Assistant Director Public Safety Francesca Fender, Human Resources Director Summer Korst, Public Health Director Nicki Bly and if needed supervisor or faculty instructor.

1. **Notification to those who work or spend time (other than briefly) in an identified area where a COVID-19 positive during infectious period was on campus** (supervisors/faculty instructors)

    a. We strive to notify those who spend time (other than briefly) in an identified area within 24 hours of case investigation. Notice is sent to supervisor or faculty instructors.

    b. If the infectious individual was on campus within the last 7 days, the area where the individual was will be closed and cleaned/disinfected following WA DOH and CDC guidelines.

    c. If the individual was not on campus within the last 7 days no additional cleaning/disinfection is required by the WA DOH and CDC and area will not be closed.

    d. Supervisors/faculty instructors are asked to notify employees/students of any closure of an area, that a COVID-19 positive was identified in that area while infectious and information on cleaning/disinfecting protocols being followed. No identifying information of the COVID-19 positive individual is provided.

    e. Supervisors/faculty instructors are asked to remind employees/students to continue routinely monitoring COVID-19 health symptoms and that anyone who has been identified as a close contact has been or will be reached by Public Safety. Following safety protocols anyone who had not been in close contact is at low risk according to the CDC.

2. **Notification of an individual that was on campus with COVID-19 symptoms**

    a. If area is closed for disinfection a notice will be provided to campus.

<u>Notification to Campus</u>

1. **Announced if the following criteria are met:**
   a. The individual has been on the Highline Campus within the previous 14 days of testing positive for COVID-19;

   and
   b. The individual who tests positive was infectious while on campus (2 days prior to symptoms starting or if asymptomatic 2 days prior to test result).

   and/or
   c. When a specific space on campus, such as an office or classroom, needs to be closed and/or cleaned/disinfected for confirmed or suspected COVID-19.

2. **Confidentiality**: All personal information provided will remain confidential and all privacy and confidentiality laws will be followed, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

   Information such as name, gender, including pronouns, and age will not be shared with those other than individuals involved in case investigation.

   Highline College will not disclose the identity of any employee or student who is diagnosed with or is suspected of having COVID-19, except on a need-to-know basis. This would include the COVID-19 Contact Tracing Team that consists of trained Public Safety officers, Public Health Director and Director Human Resources. In some situations, due to case investigation, the supervisor/faculty may also be included in the Contact Tracing Team.

3. **Timeline**
   Notification will be provided to campus as soon as case investigation confirms there was a COVID-19 infectious on campus.

   We strive to do this within 24 hours, but it depends upon being able to reach individuals to gather required information.

Example of a possible notice to campus when there is a confirmed COVID-19 on campus:

Dear Highline College Community,

We are reaching out to let you know Highline College was been notified on (date) of a confirmed case of COVID-19 on the campus. The individual received a positive test

result (date)* and was last on campus (date). The individual is now isolated and King County Public Health department is engaged in contact tracing and has notified or will be notifying close contacts.

Following WA DOH and CDC requirements for disinfection when an individual was on campus infectious within the past 7 days the building (#) will be closed for disinfection the following days (dates).

Or

Following WA DOH and CDC requirements for disinfection when an individual was NOT on campus infectious within the past 7 days the building (#) will NOT be closed as disinfection is not necessary.

Highline College Public Safety has formed a COVID-19 Case Investigation Team and supports the Public Health Department efforts by assisting with contact tracing and notification of close contacts.

At the time of this announcement we have notified any identified close contacts on campus. The supervisor/faculty of the area has also been notified and asked to contact individuals in the area to monitor their COVID-19 symptoms as a precautionary measure.

We recommend everyone continue to monitor for COVID-19 symptoms.

No identifying information of the COVID-19 individual is shared in these announcements to close contacts, the area or the campus, due to privacy and confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

We know that COVID-19 is present in our college and broader community, and across the county. We also understand this may increase concern and anxiety among our students, faculty and staff. The most effective action we can all take is prevention.

Please continue to follow all the on-campus health requirements, including social distancing, wear a face mask, practicing proper hygiene, staying home when you are sick, and monitoring for symptoms every day. If you are in close contact (within 6' distance for 15 accumulative minutes in a 24-hour period) with someone who has COVID-19, the Public Health Department will advise you to self-quarantine.

Highline College remains committed to taking necessary actions in the interest of the health and wellbeing of our students, faculty and staff, including campus wide COVID-19 Education, shifting the majority of our instruction to remote delivery, reducing population density on campus to maintain social distancing, and minimizing person-to-person contact.

Your health and wellbeing remain our top priority. The actions each of us take can help to stop the spread of COVID-19 at Highline College and in our community. Thank you for your commitment to protecting yourselves and others.

If you have COVID-19 safety on campus questions please email the Public Health Director, Nicki Bly, at nbly@highline.edu.

*date of test may not be provided in all cases

Notification when there is an identified infectious COVID-19 on campus:

Individual	Public Safety COVID-19 Case Investigation Team	Close Contacts	Secondary Contact	Campus

Individual reports to supervisor/faculty COVID-19 positive and had been on campus within the past 14 days of diagnosis and the supervisor/faculty report it to Public Safety COVID-19 Investigation Team. Or Individual reports directly to COVID-19 Investigation Team.	Initiates case investigation and determines if infectious while on campus.	If infectious while on campus close-contacts are identified and notified to quarantine. <7 days cleaning/disinfecting protocols followed.	Area notified (supervisor or faculty) of infectious COVID-19 on campus in their building and asked to notify those in area to continue monitoring their COVID-19 health.	Notified there was an infectious COVID-19 on campus. - date notified - date test positive* - date last on campus -building/period closed Individuals in close contact have been notified. The supervisor or faculty have been notified there was an infectious COVID-19 in their area and will ask individuals in the area to monitor their COVID-19 health. Recommend anyone on campus continue to monitor their COVID-19 health.

*date of test may not be provided in all cases

Notification when there is an individual on campus that had COVID-19 symptoms:

Individual	Public Safety COVID-19 Case Investigation Team	Area	Campus

Individual reports to supervisor/faculty COVID-19 symptoms while on campus. Supervisor/ faculty report it to Public Safety COVID-19 Investigation Team. Or Individual reports directly to COVID-19 Investigation Team.	Notifies facilities to disinfect area if on campus within the past 7 days. Follow up with additional case investigation if COVID-19 positive test result.	Area notified (supervisor or faculty) of individual had COVID-19 symptoms and area will be closed and disinfected as a precaution. Asked to notify those in area to continue monitoring their COVID-19 health. If the individual was on campus within the past 7 days the building will be closed and disinfected.	Notified there was an individual with COVID-19 symptoms on campus - building/period closed The supervisor or faculty have been notified there was an individual with COVID-19 symptoms in their area and will ask individuals in the area to monitor their COVID-19 health. If the individual was on campus within the past 7 days the building will be closed and disinfected. Recommend anyone on campus continue to monitor their COVID-19 health.

Travel

Non-essential travel has been cancelled for school personnel, essential travel requires self-quarantine requirements following the State reopening guidelines, WA DOH and CDC.

Personnel travel outside of Washington state by employees, students, visitors, volunteers require self-quarantine requirements following State reopening guidelines and WA DOH.

Please refer to the WA DOH for current guidance.

COVID-19 Testing

COVID-19 testing is provided through partnerships on the Highline College campus.

Additional information can be found at COVID-19 Testing in the Community » Highline College.

Food Service

Food service is not currently available on campus, when returned this plan will be updated to reflect the policies, procedures and protocols for food service.

Reporting and Public Health Trends on Campus

This is currently being developed.

Washington State Proclamations Overview

Proclamation 20-05: issued on February 29, 2020 due to the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State. It proclaimed a State of Emergency for all counties throughout Washington State.

Proclamation 20-12: Issued March 13, 2020 requiring remote operations colleges/universities with exception of certain labs for essential worker programs. Required safety plans developed for individual approved programs (February 12 – April 15, 2020 plans developed for Respiratory Care, Medical Assisting and Certified Nursing Assistant).

Phase I: Higher Education and Critical Infrastructure Workforce Training Restart COVID-19 Requirements issued on April 20, 2020 with the purpose of allowing specific workforce program labs on campus. Required Highline College Comprehensive COVID-19 Exposure Control, Mitigation and Recovery Plan for health care program labs. Highline College implemented on May 1, 2020.

Phase 2: Higher Education and Workforce Training COVID-19 Requirements issued on May 19, 2020. Individual approved programs COVID-19 safety plans updated.

Proclamation 20-12.1 Higher Education Fall 2020: issued June 24, 2020 with required implementation August 1, 2020 of a Safe Back to School Higher Education Plan. All institutions of higher education in Washington State are required to transition to the directives laid out under Proclamation 20-12.1 which amend previous proclamations 20-05 and 20.12 guiding college operations. Highline College put into place the Safe Back to School Higher Education plan on July 28, 2020.

Proclamation 20-12.2 Higher Education: updated the Safe Back to School Higher Education plan required by Proclamation 20-12.2 on _Date to be added____.

Addendum

1. Addendum 1: Faculty/Staff Teaching On-Campus Lab Safety Handout
2. Addendum 2: Students On-Campus Lab Safety Handout
3. Addendum 3: Drive-Though Event Request Process/Safety Planning

Addendum 1: Faculty/Staff Teaching On-Campus Lab Safety Handout

Hello,

Faculty when teaching a lab/class on Highline College campus are required to read through this document. It provides information on COVID-19 safety and explains the process to come to campus.

If you have questions about COVID-19 safety on campus or concerns/potential violations of the Highline College COVID-19 Safety Plan, please let me know.

Stay safe,

Professor Nicki Bly

Public Health Director at Highline College

Email: nbly@highline.edu

Prior to Coming to Campus

1. **COVID-19 Education and Lab Safety Training Module**
   a. Education on COVID-19 including proper hygiene and sanitation, physical distancing, use of PPE, staying home if sick and shared responsibilities to protect the campus community.
   b. Provides extended safety training on PPE and COVID-19 safety measures specific to labs/classrooms on campus.
   c. Students, faculty, staff in on-campus labs are required to complete module prior to coming to campus.
   d. Provided by Public Health Director to place in CANVAS course for specific labs. The goal is to also provide a link on the Highline college Webpage.

2. **Requesting Permission to Come to Campus**
   a. **Faculty/staff** providing approved instruction on campus
      1. Please note the process is different from requesting to use your office on campus. Once the roster/schedule is submitted faculty and students do not need to request additional permission to come on campus.
      2. Submit a roster/schedule prior to the lab/class starting
         i. Names of faculty/staff/students with phone and email contact information
         ii. Dates and times of labs
         iii. Location of lab
      3. Submit to Dean of Workforce Paulette Lopez at plopez@highline.edu and Public Health Director Nicki Bly at nbly@highline.edu.
      4. Additional days on campus requested by faculty/staff must follow the normal process for employees.
   b. **Students in on-campus courses**

1. Faculty are asked to contact students to obtain current phone/email for the roster/schedule when possible. Often we find the contact information is not current and it is critical that we are able to reach them in case of a COVID-19 positive.
2. Students do not do additional request to come to campus.

c. **Guest Faculty**
   1. Department Coordinator is required to request permission from VPAA for guest faculty to come on campus and coordinate with Public Health Director.

Arriving On-Campus

Face masks must be worn to campus and while on campus. They are required to cover the nose and mouth at all times.

a. Required regardless of having had the COVID-19 virus
b. Required regardless of having had the COVID-19 vaccine
c. If a face masks is needed it can be provided through facilities PPE request form or picked up from Public Safety building on campus

Upon arriving to campus and before entering the building students/staff/faculty are required to complete the online check-in.

a. Employees: Employee Self Screening Form (microsoft.com) or use the QR code on the building door
b. Guest faculty: Guests Self Screening Form (office.com) or use the QR code on the building door
c. Enter you are "checking-in"
d. Provide your name and contact information (required)
e. Campus Activity/Service: select "academics"
f. Answer COVID-19 health screening questions

COVID-19 health online screening asks each person to self-certify that they have experienced no COVID-19 symptoms since last visit to campus; have not had close contact with anyone that has been diagnosed with COVID-19; and have not had a positive COVID-19 test for active virus in the past 10 days.

If unable to log in after arriving on campus and before entering a building the online process can be done just prior to coming to campus from home computer or another device. If no computer or device is available Public Safety on campus can be called to complete verbal check-in/check-out process.

Upon leaving campus a check-out is required using the same online system.

a. click on the same link used previously or use the QR code on the building door

b. Enter you are "checking-out"
c. Indicate what building and room numbers you were in while on campus
d. List any individuals you were in close contact with
     i. Close contact: <6' distance for 15 accumulative minutes

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COVID-19 Safety Requirements On-Campus

1. **Entering and Exiting Buildings or Classrooms**
   a. **When entering building door or classroom door maintain 6' distance from others.** Social distancing markers are in place in front of several buildings. When markers are not present please use good judgment to maintain 6' distance from others while waiting to enter or leave a building.
   b. **Read COVID-19 Poster on building door before entering.** Individuals are asked to review the COVID-19 symptoms Posters and only enter if they have answered "no" to all questions regarding symptoms and currently are not in quarantine or isolation.
        i. This is provided as a secondary layer of protection to confirm individuals do not have COVID-19 symptoms. (everyone is required as a first layer of protection to complete the online check-in/self-attestation of COVID-19 symptoms prior to entering a building on campus)

        ii. Anyone answering "yes" to COVID-19 health screening questions, having a temperature 100.4 F or higher (or feeling like they have a fever) cannot enter the building, must leave campus and it is recommended they follow guidelines for What to do if you have confirmed or suspected COVID-19.

2. **"Gel-in"** -Hand sanitizer provided at entrance/exit to buildings, sanitizer that is a minimum of 60% alcohol. A minimum 20 second rubbing of hands thoroughly until sanitizer dries is required. We ask everyone entering a building to "gel-in". If a hand sanitizer station is not present, then washing of hands is available.

3. **Temperature Scan**
   Specific areas on campus require a temperature check upon entering a building. Building 26 health labs require all students, faculty and staff go through the health station with temperature check.

4. **Social Distancing**

Social distancing of at least 6' of separation must be maintained **whenever possible** by every person. Briefly passing another person is acceptable.

Lab/Classroom

- Entering a classroom required 6' distancing between individuals, use of markers on floor outside classroom door or faculty monitoring is required.
- Each individual is seated a minimum of 6' distance from another individual and must wear a face mask with a face shield (barrier).
- Faculty will direct individuals to designated seat or indicators will be placed on seat/table.
- Individuals must maintain 6' distance when possible in the classroom (with the exception of briefly passing one another).

Meetings with Students/Faculty

- Meet with students or other faculty using Zoom or other virtual meeting resources when possible.
- If a meeting is required in person than schedule in a larger room, such as an empty classroom or conference room.
- Sit 6' distance apart with face mask/face shield
- Have hand-sanitizer to use when entering and leaving area or after handing any shared items

Restrooms

- When leaving the lab/classroom to use a restroom keep 6' distance from others (with the exception of briefly passing another person).
- If restrooms occupied individuals are asked to wait, maintaining 6' distance from the door of the restroom.

5. Personal Protective Equipment (PPE)

a. Face Masks
Anyone coming to campus must wear a face mask and keep in place while on campus. This includes both inside buildings and outside buildings. If an individual does not have a face mask a cloth face mask can be provided. Faculty should request 3-4 cloth face masks through the Facilities PPE request form to have on hand in case a student forgets to wear a face mask or needs a new one during the class time
A face mask is required regardless of having had the COVID-19 virus already or having had the COVID-19 vaccine.

b. Face Shield

With the increased airborne risk of the virus a face shield is required in labs. It must be worn with a face mask.

Face shields are made on campus to meet specific requirements and will be provided through the Facilities PPE request form. One face shield per student/faculty to be used during the quarter. These are turned in at the end of the quarter to be disinfected and reissued.

Please have students/faculty wear the approved face shield only.

c. Gloves
Gloves are required when students/staff/faculty share items.

d. Disposable Isolation Gowns
Required when bodily fluids are part of a competency skill.

e. Ordering PPE
Faculty should coordinate with their program director to place orders for PPE to Facilities through the online PPE form. Gloves, face shields, cloth face masks, isolation gowns are available. Any PPE that is specific to a skill being practiced (like disposable surgical masks) are required to be ordered by the department through their budget. Orders are placed mid-way through the previous quarter. If additional PPE is required during the quarter complete the PPE request form to determine if available.

Cleaning/Disinfecting

Disinfecting is a way to keep our campus safe.

b. The lab/classroom is cleaned/disinfected after use by our facilities department.
c. Prior to a lab/class it is recommended that staff/faculty disinfect high-touch areas. Students can also assist with this at the start of the lab.
d. High-touch areas may include:
- Door handles
- Chairs/desks
- Keyboards/mouse (please follow industry guidelines for disinfecting electronics)
- Shared items (pens, equipment)

e. At the end of the lab students/faculty/staff should wipe down areas used, equipment with disinfectant.

f. If the lab is more than 3 hours there should be considered a disinfectant break to wipe down high-touch areas.

Limit Shared Resources

In lab and classroom areas limit the shared use of desks/equipment/supplies as much as possible.

a. When multiple persons need to use desks/equipment/supplies individuals are asked to wipe with sanitizer between use. An example of this is a stapler or a pen.

b. If this is not possible, for example students are working teams doing a simulation with shared equipment, gloves must be worn and the items wiped down afterwards.

Elevators

Use of stairwells will be encouraged using 6' distancing between individuals. Elevators will be used by only one person at a time when possible.

High-touch areas such as buttons in elevators will be cleaned/disinfected daily.

Concerns Due to COVID-19 Safety

4. Students: Alternative arrangements for can be discussed for individuals who are assigned to Highline College on-campus labs for upon request or refusal to attend class due to concerns related to COVID-19 campus safety with faculty.

5. Employees: Alternative arrangements for employees can be discussed for individuals who are assigned to Highline College on-campus work upon request or refusal to attend work due to concerns related to COVID-19 campus safety with Human Resources.

6. Priority will be given for Highline College students/employees who are considered high-risk or vulnerable as defined by public health officials; state guidelines will be followed for COVID-19 scenarios and benefits.

Visitors

Visitors will not be permitted unless prior approved by respective Vice President/Director and Public Health Director.

> a. Normally only persons providing service and receiving a service related to the operations of the college are permitted to be in buildings.
>
> b. Employees/students shall not bring their children, spouses, relatives or friends to their place of work/school unless that person(s) is receiving services provided by the college or providing a service to the college under a recognized contractor or vendor relationship.

On-Campus Expectations

What if I have COVID-19 symptoms and need to come to campus to teach?

> a. Required to stay home and seek medical or local public health guidance if experiencing any known COVID-19 symptoms and remain isolated until diagnosis and next steps are clear.
>
> b. Current information on what to do if you have COVID-19 symptoms: Frequently Asked Questions :: Washington State Department of Health , provided in 25 languages.
>
> c. How to get tested(including testing sites) and what happens if test is positive: Testing for COVID-19 :: Washington State Department of Health.

I have a positive COVID-19 test* and was on campus in the past 14 days.

a. Required to stay home and complete isolation requirements before coming back on campus.

b. Please notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.

c. Case investigation will ask when your symptoms started (if any) and when you got a test result. They will use the WA DOH and CDC guidelines to determine infectious period.

d. If you have confirmed or suspected by physician COVID-19 and have symptoms, you can end home isolation when:

> i. it has been at least 10 days from when symptoms first appeared **and**
>
> ii. it has been at least 24 hours with no fever without using fever-reducing medication **and**
>
> iii. symptoms have improved

      iv.   if you were hospitalized a physician will determine when you can end isolation
e. If you have confirmed COVID-19 and have not had any symptoms you can end home isolation when:
      i.   at least 10 days have passed since the date of your first positive COVID-19 test **and**
      ii.   you have had no subsequent illness

*or have been told by my physician based on assessment I have COVID-19

Definition suspected or confirmed cases of COVID-19: includes all individuals whose healthcare provider has suspected or confirmed COVID-19 illness, and anyone who has tested positive for COVID-19, even if they have no symptoms.

What if I have been identified as a "close contact"?

During case investigation by our team at Highline College you have been identified as having been in close contact with an individual that was infectious with COVID-19 on the campus and provided you with quarantine instructions.

Or

King County Public Health (or other county depending upon where you live) has notified you of being in close contact with an COVID-19 infectious individual and provided you with quarantine instructions.

Your being identified as being in close contact does not mean you have COVID-19 or will get it but are at higher risk. Local public health authorities determine and establish the quarantine options for their jurisdictions. You are not allowed to come to the Testing Center if you have been identified as a close contact and are in quarantine period.

1. The WA DOH has the following definition of how long quarantine lasts:

CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

Stay in quarantine for 14 days after your last contact. **This is the safest option**. Monitor your symptoms during this time, and if you have any COVID-19 symptoms during the 14 days, get tested.

a. Certain high-risk settings or groups **should** use the 14-day quarantine option:
    i.   People who work or stay in an acute or long-term healthcare setting,
    ii.   People who work or stay in a correctional facility,
    iii.   People who work or stay in a shelter or transitional housing,
    iv.   People who live in communal housing such as dormitories, fraternities or sororities,

     v.   People who work in crowded work situations where physical distancing is impossible due to the nature of the work such as in a warehouse or factory,

    vi.   People who work on fishing or seafood processing vessels.

b. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing. If you have any COVID-19 symptoms during the 10 days, stay in quarantine the full 14 days and get tested. Keep watching for symptoms until day 14. (According to the CDC with this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of 10%)

c. Under special circumstances it may be possible to end quarantine after 7 full days beginning after your last contact *and* after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine.) *This will depend on availability of testing resources.* Keep watching for symptoms until day (According to the CDC with this strategy, the residual post-quarantine risk is estimated to be about 5% with an upper limit of about 12%).

What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, continue to monitor yourself for any symptoms of COVID-19. You do not quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 and you have been identified as having been in close contact with them by the case investigation.

What if an individual was confirmed to be infectious with COVID-19 or had COVID-19 symptoms while in my lab?

COVID-19 positive: case investigation has identified an individual was in the infectious period while in your lab

COVID-19 symptoms: an individual had COVID-19 symptoms while in your lab. The individual may not have COVID-19 but to be cautious we will treat it as such.

Public Safety Case Investigation team will notify the faculty that the lab is being closed. Please notify your students this is a possibility and ask students to check emails prior to coming to campus.

If the information is learned while a lab is ongoing Public Safety will come to the lab and ask everyone to leave.

The area will be closed and a notice placed to indicate no entry due to COVID-19 cleaning/disinfection required.

a. Please inform students that the lab is being disinfected and will open in normally 2 days, confirm with Public Safety when it will be available for lab.
b. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
c. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
d. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
e. Areas can be reopened after the proper disinfecting is complete.
f. Upon opening the area back up as a precautionary measure faculty/staff/students are asked to wipe down with disinfectant any shared equipment or computers before using.

COVID-19 Information

Symptoms

Anyone can have mild to severe symptoms. Older adults and people who have sever underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for Symptoms

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 of 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 will continue to update this list as we learn more about 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.

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 6' distance (about 2 arms length) from other people
3. Do not touch your eyes, nose or mouth
4. Wash your hands or use hand-sanitizer often especially when touching shared objects
5. Clean and disinfect frequently touched objects and surfaces
6. Stay home when you are sick, except to get medical care

Additional Information

The **Safe Back to School Higher Education plan** provides expanded information including. Please read through the entire document.

Public Health Director Professor Nicki Bly can be reached for COVID-19 safety question at nbly@highline.edu

Highline College Website providing COVID-19 Information and Resources at COVID-19 » Highline College

COVID-19 Education available in multiple languages from the CDC and WA DOH.

a. www.doh.wa.gov
b. www.cdc.gov

January 23, 2021 reviewed NB

Addendum 2: **Students On-Campus Lab Safety Handout**

Hello,

Students when taking a lab/class on Highline College campus are required to read through this document. It provides information on COVID-19 safety and explains the process to come to campus.

If you have questions about COVID-19 safety on campus or concerns/potential violations of the Highline College COVID-19 Safety Plan, please let me know.

Stay safe,

Professor Nicki Bly

Public Health Director at Highline College

Email: nbly@highline.edu

Prior to Coming to Campus

1. COVID-19 Education and Lab Safety Training Module
    a. Education on COVID-19 including proper hygiene and sanitation, physical distancing, use of PPE, staying home if sick and shared responsibilities to protect the campus community.
    b. Provides extended safety training on PPE and COVID-19 safety measures specific to labs/classrooms on campus.
    c. Students, faculty, staff in on-campus labs are required to complete module prior to coming to campus.
    d. Provided in your lab CANVAS course or link provided to website.

2. Requesting Permission to Come to Campus
    a. Faculty are required to submit student names prior to the start of the quarter on a roster/schedule with contact information providing days/times/locations for all students. The roster/schedule provides permission to students to be on campus specific days/times.
    b. Please provide a current phone number and email address as these are used in case a COVID-19 positive is identified in the lab and we need to contact you.

Arriving On-Campus

Face masks must be worn to campus and while on campus. They are required to cover the nose and mouth at all times.

    a. Required regardless of having had the COVID-19 virus
    b. Required regardless of having had the COVID-19 vaccine
    c. If a face masks is needed it can be provided through facilities PPE request form or picked up from Public Safety building on campus

Upon arriving to campus and before entering the building students/staff/faculty are required to complete the online check-in.
    a. Students: Student Self Screening (office.com) or use the QR code on the building door
    b. Enter you are "checking-in"
    c. Provide your name and contact information (required)
    d. Campus Activity/Service: select "lab/class"
    e. Answer COVID-19 health screening questions

COVID-19 health online screening asks each person to self-certify that they have experienced no COVID-19 symptoms since last visit to campus; have not had close contact with anyone that has been diagnosed with COVID-19; and have not had a positive COVID-19 test for active virus in the past 10 days.

If unable to log in after arriving on campus and before entering a building the online process can be done just prior to coming to campus from home computer or another device. If no computer or device is available Public Safety on campus can be called to complete verbal check-in/check-out process.

Upon leaving campus a check-out is required using the same online system.

  a. click on the same link used previously or use the QR code on the building door
  b. Enter you are "checking-out"
  c. Indicate what building and room numbers you were in while on campus
  d. List any individuals you were in close contact with
      i. Close contact: <6' distance for 15 accumulative minutes

COVID-19 Safety Requirements On-Campus

1. Entering and Exiting Buildings or Classrooms
  a. **When entering building door or classroom door maintain 6' distance from others.** Social distancing markers are in place in front of several buildings. When markers are not present please use good judgment to maintain 6' distance from others while waiting to enter or leave a building.
  b. **Read COVID-19 Poster on building door before entering.** Individuals are asked to review the COVID-19 symptoms Posters and only enter if they have answered "no" to all questions regarding symptoms and currently are not in quarantine or isolation.
      i. This is provided as a secondary layer of protection to confirm individuals do not have COVID-19 symptoms. (everyone is required as a first layer of protection to complete the online check-in/self-attestation of COVID-19 symptoms prior to entering a building on campus)

      ii. Anyone answering "yes" to COVID-19 health screening questions, having a temperature 100.4 F or higher (or feeling like they have a fever) cannot enter the building, must leave campus and it is

recommended they follow guidelines for [What to do if you have confirmed or suspected COVID-19](#).

2. **"Gel-in"** -Hand sanitizer provided at entrance/exit to buildings, sanitizer that is a minimum of 60% alcohol. A minimum 20 second rubbing of hands thoroughly until sanitizer dries is required. We ask everyone entering a building to "gel-in". If a hand sanitizer station is not present, then washing of hands is available.

3. **Temperature Scan**
   a. Specific areas on campus require a temperature check upon entering a building. Building 26 health labs require all students, faculty and staff go through the health station with temperature check.

4. **Social Distancing**
   Social distancing of at least 6' of separation must be maintained **whenever possible** by every person. Briefly passing another person is acceptable.

Lab/Classroom

- Entering a classroom required 6' distancing between individuals, use of markers on floor outside classroom door or faculty monitoring is required.
- Each individual is seated a minimum of 6' distance from another individual and must wear a face mask with a face shield (barrier).
- Faculty will direct individuals to designated seat or indicators will be placed on seat/table.
- Individuals must maintain 6' distance when possible in the classroom (with the exception of briefly passing one another).

Meetings with Students/Faculty

- Meet with other students or faculty please use Zoom or other virtual meeting resources when possible.
- If a meeting is required in person than schedule in a larger room, such as an empty classroom or conference room.
- Sit 6' distance apart with face mask/face shield
- Have hand-sanitizer to use when entering and leaving area or after handing any shared items

Restrooms

- When leaving the lab/classroom to use a restroom keep 6' distance from others (with the exception of briefly passing another person).

- If restrooms occupied individuals are asked to wait, maintaining 6' distance from the door of the restroom.

5. Personal Protective Equipment (PPE)

a. Face Masks
Anyone coming to campus must wear a face mask and keep in place while on campus. This includes both inside buildings and outside buildings. If an individual does not have a face mask a cloth face mask can be provided by the faculty.
A face mask is required regardless of having had the COVID-19 virus already or having had the COVID-19 vaccine.

b. Face Shield

With the increased airborne risk of the virus a face shield is required in labs. It must be worn with a face mask.

Face shields are made on campus to meet specific requirements. One face shield per student/faculty to be used during the quarter.

After each use wipe with disinfectant and place in breathing bag (such as a brown grocery bag). These are used throughout the program and only replaced if becomes damaged. These are turned in when no longer needed to be disinfected and reissued. They may not be taken off campus.

This approved face shield is to be used, please do not wear other types.

c. Gloves
Gloves are required when students/staff/faculty share items.

d. Disposable Isolation Gowns
Required when bodily fluids are part of a competency skill.

Cleaning/Disinfecting

Disinfecting is a way to keep our campus safe.

a. The lab/classroom is cleaned/disinfected after use by our facilities department.
b. Prior to a lab/class it is recommended that staff/faculty disinfect high-touch areas. Students can also assist with this at the start of the lab.
   i. High-touch areas may include:
   ii. Door handles
   iii. Chairs/desks

      iv.   Keyboards/mouse (please follow industry guidelines for disinfecting electronics)

      v.   Shared items (pens, equipment)

c. At the end of the lab students/faculty/staff should wipe down areas used, equipment with disinfectant.

d. If the lab is more than 3 hours there should be considered a disinfectant break to wipe down high-touch areas.

Limit Shared Resources

In lab and classroom areas limit the shared use of desks/equipment/supplies as much as possible.

      a. When multiple persons need to use desks/equipment/supplies individuals are asked to wipe with sanitizer between use. An example of this is a stapler or a pen.

      b. If this is not possible, for example students are working teams doing a simulation with shared equipment gloves must be worn and the items wiped down afterwards.

Elevators

Use of stairwells will be encouraged using 6' distancing between individuals. Elevators will be used by only one person at a time when possible.

High-touch areas such as buttons in elevators will be cleaned/disinfected daily.

Concerns Due to COVID-19 Safety

1. Students: Alternative arrangements for can be discussed for individuals who are assigned to Highline College on-campus labs for upon request or refusal to attend class due to concerns related to COVID-19 campus safety with faculty.

2. Employees: Alternative arrangements for employees can be discussed for individuals who are assigned to Highline College on-campus work upon request or refusal to attend work due to concerns related to COVID-19 campus safety with Human Resources.

3. Priority will be given for Highline College students/employees who are considered high-risk or vulnerable as defined by public health officials; state guidelines will be followed for COVID-19 scenarios and benefits.

Visitors

Visitors will not be permitted

a. Only persons providing service and receiving a service related to the operations of the college are permitted to be in buildings.

b. Employees/students shall not bring their children, spouses, relatives or friends to their place of work/school unless that person(s) is receiving services provided by the college or providing a service to the college under a recognized contractor or vendor relationship.

On-Campus Expectations

What if I have COVID-19 symptoms and need to come to campus?

a. Required to stay home and seek medical or local public health guidance if experiencing any known COVID-19 symptoms and remain isolated until diagnosis and next steps are clear.

b. Contact your faculty to make any needed arrangements and to inform them if you had the symptoms while on campus or if you were on campus two days prior to symptoms starting.

c. Current information on what to do if you have COVID-19 symptoms: Frequently Asked Questions :: Washington State Department of Health , provided in 25 languages.

d. How to get tested(including testing sites) and what happens if test is positive: Testing for COVID-19 :: Washington State Department of Health.

I have a positive COVID-19 test* and was on campus in the past 14 days.

a. Required to stay home and complete isolation requirements before coming back on campus.

b. Please notify your faculty and/or Public Safety Director David Menke /Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.

c. Case investigation will ask when your symptoms started (if any) and when you got a test result. They will use the WA DOH and CDC guidelines to determine infectious period.

d. If you have confirmed or suspected by physician COVID-19 and have symptoms, you can end home isolation when:

   i.   it has been at least 10 days from when symptoms first appeared **and**

   ii.   it has been at least 24 hours with no fever without using fever-reducing medication **and**

   iii.   symptoms have improved

   iv.   if you were hospitalized a physician will determine when you can end isolation

e. If you have confirmed COVID-19 and have not had any symptoms you can end home isolation when:
    i. at least 10 days have passed since the date of your first positive COVID-19 test **and**
    ii. you have had no subsequent illness

*or have been told by my physician based on assessment I have COVID-19

Definition suspected or confirmed cases of COVID-19: includes all individuals whose healthcare provider has suspected or confirmed COVID-19 illness, and anyone who has tested positive for COVID-19, even if they have no symptoms.

What if I have been identified as a "close contact"?

During case investigation by our team at Highline College you have been identified as having been in close contact with an individual that was infectious with COVID-19 on the campus and provided you with quarantine instructions.

Or

King County Public Health (or other county depending upon where you live) has notified you of being in close contact with an COVID-19 infectious individual and provided you with quarantine instructions.

Your being identified as being in close contact does not mean you have COVID-19 or will get it but are at higher risk. Local public health authorities determine and establish the quarantine options for their jurisdictions. You are not allowed to come to the Testing Center if you have been identified as a close contact and are in quarantine period.

1. The WA DOH has the following definition of how long quarantine lasts:

CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

Stay in quarantine for 14 days after your last contact. **This is the safest option**. Monitor your symptoms during this time, and if you have any COVID-19 symptoms during the 14 days, get tested.

a. Certain high-risk settings or groups **should** use the 14-day quarantine option:

i. People who work or stay in an acute or long-term healthcare setting,
ii. People who work or stay in a correctional facility,
iii. People who work or stay in a shelter or transitional housing,
iv. People who live in communal housing such as dormitories, fraternities or sororities,
v. People who work in crowded work situations where physical distancing is impossible due to the nature of the work such as in a warehouse or factory,
vi. People who work on fishing or seafood processing vessels.

b. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing. If you have any COVID-19 symptoms during the 10 days, stay in quarantine the full 14 days and get tested. Keep watching for symptoms until day 14. (According to the CDC with this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of 10%)

c. Under special circumstances it may be possible to end quarantine after 7 full days beginning after your last contact *and* after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine.) *This will depend on availability of testing resources.* Keep watching for symptoms until day (According to the CDC with this strategy, the residual post-quarantine risk is estimated to be about 5% with an upper limit of about 12%).

What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, continue to monitor yourself for any symptoms of COVID-19. You do not quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 and you have been identified as having been in close contact with them by the case investigation.

What if an individual was confirmed to be infectious with COVID-19 or had COVID-19 symptoms while in my lab?

COVID-19 positive: case investigation has identified an individual was in the infectious period while in your lab

COVID-19 symptoms: an individual had COVID-19 symptoms while in your lab. The individual may not have COVID-19 but to be cautious we will treat it as such.

Public Safety Case Investigation team will notify the faculty that the lab is being closed.

If the information is learned while a lab is ongoing Public Safety will come to the lab and ask everyone to leave.

The area will be closed, and a notice placed to indicate no entry due to COVID-19 cleaning/disinfection required.

a. Please inform students that the lab is being disinfected and will open in normally 2 days, confirm with Public Safety when it will be available for lab.
b. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
c. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
d. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
e. Areas can be reopened after the proper disinfecting is complete.
f. Upon opening the area back up as a precautionary measure faculty/staff/student are asked to wipe down with disinfectant any shared equipment or computers before using.

If you have been identified as a close contact Public Safety will notify you to quarantine.

COVID-19 Information

Symptoms

Anyone can have mild to severe symptoms. Older adults and people who have sever underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for Symptoms

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 of 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 will continue to update this list as we learn more about 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.

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 6' distance (about 2 arms length) from other people
3. Do not touch your eyes, nose or mouth
4. Wash your hands or use hand-sanitizer often especially when touching shared objects
5. Clean and disinfect frequently touched objects and surfaces
6. Stay home when you are sick, except to get medical care

Additional Information

The **Safe Back to School Higher Education plan** provides expanded information including. Please read through the entire document.

Public Health Director Professor Nicki Bly can be reached for COVID-19 safety question at nbly@highline.edu

Highline College Website providing COVID-19 Information and Resources at COVID-19 » Highline College

COVID-19 Education available in multiple languages from the CDC and WA DOH.

a. www.doh.wa.gov
b. www.cdc.gov

January 19, 2021 NB

Safe Back to School Higher Education Plan for Highline College

Addendum 3:

- Drive-up Event Request Process /Safety Planning
- Walk-up Event Request Process/Safety Planning

Hello,

Employees when participating in a drive-up or walk-up event on Highline College campus are required to read through this document. It provides information on COVID-19 safety and explains the process to come to campus.

If your group would like to have a Zoom meeting to review the COVID-19 safety requirements that is encouraged.

If you have questions about COVID-19 safety on campus or concerns/potential violations of the Highline College COVID-19 Safety Plan, please let me know.

Stay safe,

Professor Nicki Bly

Public Health Director at Highline College

Email: nbly@highline.edu

Plans for Large and Small Events

The following plan provides information on how to follow the approval process for an event, how to plan an event, and maintain COVID-19 safety for both small and large events.

Some drive-up/walk-up events are very simple and only involve a specific group, such as students in one course coming to pick up materials. These will be easy and a safety plan can be fairly quickly done.

Other drive-up/walk-up events are complex involving the community and require extensive planning.

Preparation

1. Planning

Upon tentative approval of Vice President/Director to have a drive-up/walk-up event complete the preparation checklist.

Completed	Item
	Review if the event can be done virtual/items mailed or it needs to be an in person drive-up event
	Determine if drive-up only or if there needs to also be a walk-up option ____ drive-up only ____ walk-up also

	Coordinate with Public Safety:
	    1. Identify drive through pick-up area
	       Where will this be: _____
	    2. Identify walk-up area if required
	       Where will this be:_____
	    3. Route for vehicles:
	       Which parking lot entrance and route_____
	    4. Route for walk-up if required
	       Does route work well to avoid pedestrian traffic with vehicle traffic: _____ yes _____ no

	Develop plan for 6' distancing 3. Employees working event

	What is your plan for maintaining 6' distance? _____ (you can refer to a section in this document also) 4. Walk-up option for those waiting in line What is your plan for those waiting in line to maintain 6' distance? _____
	Develop COVID-19 safety information for participants and how to provide (could be sent out by email or on a sign at event) 1. All individuals coming must wear a face mask. 2. Individuals with COVID-19 symptoms or currenting in isolation or quarantine restrictions are not allowed on campus. 3. When waiting in line for a walk-up event: 6' distance is required between individuals (family groups). _____ emailed to individuals coming _____ on signs by event
	Estimate number of participants (for safety planning purposes) 1. Consider having individuals come in smaller groups at designated times. _____estimated number of participants
	Determine number of employees needed to hand-out or pick-up items 1. A COVID-19 safety monitor is required for drive-up area ensuring all employees maintain 6' distance (with the exception of briefly passing one another), wearing masks properly, using hand-sanitizer, and other safety protocols Name of individual that will be drive-up safety monitor: _____ 2. A COVID-19 safety monitor is required for walk-up area ensuring all employees maintain 6' distance (with exception of briefly passing one another), individuals attending waiting in line maintain 6' distance (or family groups, wearing masks properly, using hand-sanitizer, and other safety protocols Name of individual that will be walk-up safety monitor: _____ 3. Additional employees may be needed to help with vehicles or director walk-up individuals ____have employees for this if needed, have worked out plan with Public Safety Total number of employees needed for the event_____

	Estimate PPE/disinfectant supplies required
	    1. Cloth face masks
	    2. Face shields, if determined by safety assessment
	    3. Hand-sanitizer
	    4. Disinfectant spray and paper towels
	_____cloth face masks to have on hand if employees or participants come with a face mask
	_____ # face shields required
	_____Hand-sanitizer required (one at drive-up, one at walk-up as an example)
	
	_____disinfectant spray and paper towels needed

Develop your Safety Plan

Complete the section above.

Submit the plan to the Public Health Director, Nicki Bly, at nbly@highline.edu and set up a meeting with the Public Health Director to review and then it will be submitted to appropriate VP/Director for final approval for event.

Prior to Event

1. **COVID-19 Education Module**
   a. Education on COVID-19 including proper hygiene and sanitation, physical distancing, use of PPE, staying home if sick and shared responsibilities to protect the campus community is required by anyone working the event.
   b. Required to complete module prior to the event.
   c. Provided through CANVAS link to employees.

2. **Requesting Permission to Come to Campus (roster/schedule)**
   a. To ensure we are able to quickly reach individuals working the event if there is a COVID-19 infectious individual identified we need to have a roster/schedule submitted.
   b. This roster must include names of employees, phone number and email with the day/times and location prior to the event. If changes are made they can be submitted the day of the event.
   c. The roster/schedule is submitted by email to the VP/Director who gave permission and to the Public Health Director.
   d. Employees do not need to do additional request process.

3. Non-employees
   a. If collaborating with another organization the individuals attending the drive-up event are required to have prior permission to be on campus.
   b. The organizer will submit a request to appropriate director/vice president and Public Health Director. Upon approval additional information will be provided on COVID-19 safety to these individuals.
   c. Names with contact information must be included on the roster/schedule.

Arriving On-Campus
1. **Face masks must be worn to campus and while on campus. They are required to cover the nose and mouth at all times.**
   a. Required regardless of having had the COVID-19 virus
   b. Required regardless of having had the COVID-19 vaccine
   c. If a face masks is needed it can be provided through facilities PPE request form or picked up from Public Safety building on campus

2. **Upon arriving to campus** and before entering the building employees are required to complete the online check-in.
   a. Employees: Employee Self Screening Form (microsoft.com) or use the QR code on the building door
   b. Guest (this would be individuals from other organizations that you might be collaborating with): Guests Self Screening Form (office.com) or use the QR code on the building door
   c. Enter you are "checking-in"
   d. Provide your name and contact information (required)
   e. Campus Activity/Service: indicate your division
   f. Answer COVID-19 health screening questions

COVID-19 health online screening asks each person to self-certify that they have experienced no COVID-19 symptoms since last visit to campus; have not had close contact with anyone that has been diagnosed with COVID-19; and have not had a positive COVID-19 test for active virus in the past 10 days.

If unable to log in after arriving on campus and before entering a building the online process can be done just prior to coming to campus from home computer or another device. If no computer or device is available Public Safety on campus can be called to complete verbal check-in/check-out process.

Upon leaving campus a check-out is required using the same online system.

     a. Click on the same link used previously or use the QR code on the building door
     b. Enter you are "checking-out"
     c. Indicate what building and room numbers you were in while on campus
     d. List any individuals you were in close contact with
          i. Close contact: <6' distance for 15 accumulative minutes

COVID-19 Safety Requirements On-Campus

1. **A COVID-19 safety review is required**
     a. **Safety huddle:** Individual(s) designated to be COVID-19 safety monitor required are required to review the safety plan with individuals working the event.

2. **PPE**
     a. Individuals working the event will arrive wearing a face mask, if they do not have one it will be provided.
     b. Gel-in is required with hand-sanitizer that is at least 60% alcohol. This must be done with an adequate amount and rubbing of hands (similar to using soap and water) for 20 seconds until totally dry.
     c. Gloves are then put on
     d. A face shield is commonly required to be worn with a face mask, **if** this is part of the specific safety plan developed for an event they will be required.

3. **Drive-up Vehicles**
     a. COVID-19 Safety Monitor required to be designated and responsible to ensure face masks are worn, hand them out to individuals who do not have a face mask, ensure use of hand-sanitizer and 6' distancing between employees working the event.
     b. Individuals must stay in vehicles at all times.
     c. Individuals must be wearing a face mask, if they don't have one it will be provided.
     d. When possible, the vehicle will remotely open back of vehicle and item(s) will be placed in the vehicle before remotely being closed.

e. When remote opening of the vehicle is not possible individuals will hand the item(s) to the driver following COVID-19 safety protocols developed for their plan which include wearing gloves and using hand-sanitizer between vehicles if gloves are contaminated by touching the vehicle or participant.
f. If signature is required on a document please contact the Public Health Director for a specific plan.

4. **Walk-up**
   a. COVID-19 Safety Monitor required to be designated and responsible to ensure face masks are worn, hand them out to individuals who do not have a face mask, ensure use of hand-sanitizer and 6' distancing between employees and individuals waiting in line.
   b. An area will be designated for walk-up participants.
   c. A table will be set up with 6' distance markers (masking tape or chalk can be used) that will allow several individuals to wait in line
   d. Individuals (or family unit) must maintain 6' distance at all times and this will require volunteers monitoring. An alternative method will be to provide a number system so participants will be able to take a number and be called in order, this would avoid having individuals line up when they may not feel comfortable if others are not maintaining 6' distance.
   e. Individuals must be wearing a face mask, if they don't have one it will be provided by a 6' distance monitor.
   f. Individuals will wait 6' distance from the table until directed to come forward. Item to pick up will be placed on the table with employee stepping back allowing pick up by individual. 6' distancing will be maintained at all times.
   g. Item(s) will be set on the table and the volunteer will step back, next individual (or family unit) will then step forward to table and pick up item(s). This will require a volunteer to help manage.
   h. Table will be wiped with disinfectant between individuals (or family units).
   i. If signature is required on a document a safety plan will be provided- contact Public Health Director.
   j. Area will be set away from the drive-up for safety of pedestrians.

5. **Limit Virus Spread**
   a. Items provided to drive up or walk up participants will be handled by volunteers who have washed their hands or used hand sanitizer prior to placing gloves on. Gloves will be worn at all times with a mask. A face shield may be also required of employees to be worn with a face mask. (based on specific safety plan determined)

6. **Entering and Exiting Buildings (an example is to have rest rooms available for those working the drive-up event)**
   a. **When entering building door maintain 6' distance from others.** Social distancing markers are in place in front of several buildings. When markers are not present please use good judgment to maintain 6' distance from others while waiting to enter or leave a building.
   b. **Read COVID-19 Poster on building door before entering.** Individuals are asked to review the COVID-19 symptoms Posters and only enter if they have answered "no" to all questions regarding symptoms and currently are not in quarantine or isolation.
      i. This is provided as a secondary layer of protection to confirm individuals do not have COVID-19 symptoms. (everyone is required as a first layer of protection to complete the online check-in/self-attestation of COVID-19 symptoms prior to entering a building on campus)

      ii. Anyone answering "yes" to COVID-19 health screening questions, having a temperature 100.4 F or higher (or feeling like they have a fever) cannot enter the building, must leave campus and it is recommended they follow guidelines for <u>What to do if you have confirmed or suspected COVID-19</u>.

7. **"Gel-in"** -Hand sanitizer provided at entrance/exit to buildings, sanitizer that is a minimum of 60% alcohol. A minimum 20 second rubbing of hands thoroughly until sanitizer dries is required. We ask everyone entering a building to "gel-in". If a hand sanitizer station is not present, then washing of hands is available.

8. **Temperature Scan**

   Specific areas on campus require a temperature check upon entering a building or for drive-up events. If you are interested in having a no touch temperature scanner to use for the event please contact the Public Health Director.

9. **Social Distancing**
   Social distancing of at least 6' of separation must be maintained **whenever possible** by every person. Briefly passing another person is acceptable.

<u>This requires planning out the event to determine where this will be a problem and developing a solution.</u> This will be discussed as part of the safety plan developed.

10. **Restrooms**
   - When leaving to use a restroom keep 6' distance from others (with the exception of briefly passing another person).
     - If restrooms occupied individuals are asked to wait, maintaining 6' distance from the door of the restroom.

Cleaning/Disinfecting

1. **Disinfecting is a way to keep our campus safe.**
   a. In a drive-up event prior to start the area should be wiped down with disinfectant, this includes any tables used, pens, etc.
      i. High-touch areas may include:
      ii. Door handles
      iii. Chairs/desks
      iv. Keyboards/mouse (please follow industry guidelines for disinfecting electronics)
      v. Clip board
      vi. Shared items (pens, equipment)
   b. During the event between individuals using a table or other item they must be wiped down with disinfectant. (this is especially important with a walk-up event when tables may be used for individuals to pick items up from)
   c. At the end of the event the area used should wipe down including equipment with disinfectant.
   d. If the drive-up event is more than 3 hours there should be considered a disinfectant break to wipe down high-touch areas.

Disinfectant in spray bottles and paper towels can be requested using the Facilities PPE/Disinfecting Supply online request form for the event.

Limit Shared Resources

Limit as much as possible, bring extra pens or staples if needed (as an example).
   a. When multiple persons need to use desks/equipment/supplies individuals are required to wipe with sanitizer between use.
   b. If this is not possible, for example individuals are working in teams   with shared equipment (maintaining 6' distance) gloves must be worn and the items can be wiped down afterwards.

Elevators

Use of stairwells will be encouraged using 6' distancing between individuals. Elevators will be used by only one person at a time when possible.

High-touch areas such as buttons in elevators will be cleaned/disinfected daily.

Concerns Due to COVID-19 Safety

a. Students: Alternative arrangements for can be discussed for individuals who are assigned to Highline College on-campus labs for upon request or refusal to attend class due to concerns related to COVID-19 campus safety with faculty.

b. Employees: Alternative arrangements for employees can be discussed for individuals who are assigned to Highline College on-campus work upon request or refusal to attend work due to concerns related to COVID-19 campus safety with Human Resources.

c. Priority will be given for Highline College students/employees who are considered high-risk or vulnerable as defined by public health officials; state guidelines will be followed for COVID-19 scenarios and benefits.

Visitors

Visitors will not be permitted

a. Only persons providing service and receiving a service related to the operations of the college are permitted to be in buildings.

b. Employees/students shall not bring their children, spouses, relatives or friends to their place of work/school unless that person(s) is receiving services provided by the college or providing a service to the college under a recognized contractor or vendor relationship.

On-Campus Expectations

What if I have COVID-19 symptoms and need to come to campus for the drive-up event?

a. Required to stay home and seek medical or local public health guidance if experiencing any known COVID-19 symptoms and remain isolated until diagnosis and next steps are clear.

b. Current information on what to do if you have COVID-19 symptoms: Frequently Asked Questions :: Washington State Department of Health , provided in 25 languages.

c. How to get tested(including testing sites) and what happens if test is positive: Testing for COVID-19 :: Washington State Department of Health.

I have a positive COVID-19 test* and was on campus in the past 14 days.

a. Required to stay home and complete isolation requirements before coming back on campus.
b. Please notify Public Safety Director David Menke or Assistant Director Francesca Fender to report COVID-19. This allows case investigation and contact tracing.
c. Case investigation will ask when your symptoms started (if any) and when you got a test result. They will use the WA DOH and CDC guidelines to determine infectious period.
d. If you have confirmed or suspected by physician COVID-19 and have symptoms, you can end home isolation when:
    i.   it has been at least 10 days from when symptoms first appeared **and**
    ii. it has been at least 24 hours with no fever without using fever-reducing medication **and**
    iii. symptoms have improved
    iv. if you were hospitalized a physician will determine when you can end isolation
e. If you have confirmed COVID-19 and have not had any symptoms you can end home isolation when:
    i.   at least 10 days have passed since the date of your first positive COVID-19 test **and**
    ii. you have had no subsequent illness

*or have been told by my physician based on assessment I have COVID-19

Definition suspected or confirmed cases of COVID-19: includes all individuals whose healthcare provider has suspected or confirmed COVID-19 illness, and anyone who has tested positive for COVID-19, even if they have no symptoms.

What if I have been identified as a "close contact"?

During case investigation by our team at Highline College you have been identified as having been in close contact with an individual that was infectious with COVID-19 on the campus and provided you with quarantine instructions.

Or

King County Public Health (or other county depending upon where you live) has notified you of being in close contact with an COVID-19 infectious individual and provided you with quarantine instructions.

Your being identified as being in close contact does not mean you have COVID-19 or will get it but are at higher risk. Local public health authorities determine and establish the quarantine options for their jurisdictions. You are not allowed to come to the Testing Center if you have been identified as a close contact and are in quarantine period.

1. The WA DOH has the following definition of how long quarantine lasts:

CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

Stay in quarantine for 14 days after your last contact. **This is the safest option**. Monitor your symptoms during this time, and if you have any COVID-19 symptoms during the 14 days, get tested.

a. Certain high-risk settings or groups **should** use the 14-day quarantine option:
   i.   People who work or stay in an acute or long-term healthcare setting,
   ii.   People who work or stay in a correctional facility,
   iii. People who work or stay in a shelter or transitional housing,
   iv.   People who live in communal housing such as dormitories, fraternities or sororities,
   v.   People who work in crowded work situations where physical distancing is impossible due to the nature of the work such as in a warehouse or factory,
   vi.   People who work on fishing or seafood processing vessels.

b. If this is not possible, stay in quarantine for 10 days after your last contact, without additional testing. If you have any COVID-19 symptoms during the 10 days, stay in quarantine the full 14 days and get tested. Keep watching for symptoms until day 14. (According to the CDC with this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of 10%)
   i.   Under special circumstances it may be possible to end quarantine after 7 full days beginning after your last contact *and* after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine.) *This will depend on availability of testing resources.* Keep watching for symptoms until day (According to the CDC with this strategy, the residual post-quarantine risk is estimated to be about 5% with an upper limit of about 12%).

What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, continue to monitor yourself for any symptoms of COVID-19. You do not quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19 and you have been identified as having been in close contact with them by the case investigation.

What if an individual was confirmed to be infectious with COVID-19 or had COVID-19 symptoms while working at the drive up?

COVID-19 positive: case investigation has identified an individual was in the infectious period

COVID-19 symptoms: an individual had COVID-19 symptoms while working at the event or symptoms developed within 2 days of the event. The individual may not have COVID-19 but to be cautious we will notify other individuals to monitor symptoms.

If the area was indoors it will be closed, and a notice placed to indicate no entry due to COVID-19 cleaning/disinfection required.

a. Facilities will wait 24 hours after the individual had been on campus before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
b. During this waiting period, facilities will open outside doors and windows to increase air circulation in these areas as possible.
c. Facilities will clean and disinfect high-touch areas used by the person. This includes offices, bathrooms, common areas, elevator buttons, water bottle refill stations.
d. Areas can be reopened after the proper disinfecting is complete.
e. Upon opening the area back up as a precautionary measure employees are asked to wipe down with disinfectant any shared equipment or computers before using.

COVID-19 Information

Symptoms

Anyone can have mild to severe symptoms. Older adults and people who have sever underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for Symptoms

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 of 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 will continue to update this list as we learn more about 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.

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5. Clean and disinfect frequently touched objects and surfaces
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COVID-19 Education available in multiple languages from the CDC and WA DOH.

a. www.doh.wa.gov
b. www.cdc.gov February 5, 2021 update NB

References

How long does quarantine last? Case Investigations and Contact Tracing FAQ :: Washington State Department of Health

Proclamation by the Governor 20-12.1 Higher Education Fall 2020

https://www.governor.wa.gov/sites/default/files/proc_20-12.1.pdf?utm_medium=email&utm_source=govdelivery

Campus Reopening Guide

https://www.governor.wa.gov/sites/default/files/2020.06.23%20Campus%20Reopening%20Guide%20FINAL.pdf?utm_medium=email&utm_source=govdelivery

Order of the Secretary of Health 20-03.1 Face Coverings- Statewide

https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf

Which Mask for Which Task

https://www.lni.wa.gov/forms-publications/F414-168-000.pdf?utm_medium=email&utm_source=govdelivery

Guidance for Daily Screening of Staff and Visitors

https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf

COVID-19 Higher Education for Facilities: Information for Administrators and Employees https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/HigherEducation.pdf

Quarantine If You Might Be Sick

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf

Interim Guidance for Business and Employees Responding to COVID-19, May 2020 https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

Checklist for business with suspect or confirmed cases of COVID-19

https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Checklist-BusinessesSuspectedConfirmedCasesCOVID-19.pdf

Definition of Close Contact

https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact