

2021-2022 Safety Plan

Area: Administration/Support Areas

Specific Area: Vice President Student Services, building 6

COVID-19 Safety Observers: everyone

COVID-19 safety is everyone's responsibility. Employees, students, and visitors are required to be aware of COVID-19 safety requirements on campus and the expectation is everyone will help ensure these are followed.

COVID-19 Education and Safety Plan

- Employees: COVID-19 safety plan required to be reviewed.
- Visitors to area: Posted on department webpage and available in hard copy in department and provided upon request.

Arriving On-Campus

1. Face masks must be worn to campus and while on campus. They are required to always cover the nose and mouth.

- a. Required regardless of having had the COVID-19 virus
- b. Required regardless of having had the COVID-19 vaccine
- c. A face mask is required to be worn in buildings on campus, individuals unable or unwilling to wear a face mask will be asked to review possible options with a member of the department through Zoom or phone.
- d. If a face mask is needed while on campus they will be available throughout campus with locations posted on doors of buildings.

2. Upon arriving to campus and before entering the building employees, visitors and students 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. Employees: [Employee Self Screening Form \(microsoft.com\)](#) or use the QR code on the building door
- c. Visitors: [Guests Self Screening Form \(Page 1 of 6\) \(office.com\)](#) or use the QR code on the building door
- d. Enter you are "checking-in"
- e. Provide your name and contact information (required)
- f. Campus Activity/Service: indicate area
- g. 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.

Individuals 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 phoned 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 if you did not have a barrier (face shield or plexiglass between individuals).
 - i. Close contact: <3' distance for 15 accumulative minutes in 24 hour period

Entering and Exiting Buildings

1. When entering building door maintain 3' 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 3' distance from others while waiting to enter or leave a building.

2. 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](#).

3. Face Mask

Upon entering the building and while in the building, a face mask must be worn. If you do not have a face mask one can be provided by Public Safety prior to entering a building. Cloth face masks must fit against the face and should not be the gator type or scarf type for best safety.

4. "Gel-in" Hand sanitizer is normally 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 handwashing can be done in a restroom.

5. Temperature Scan

Temperature self-attestation is part of the check-in online system required before entering any building on campus. A separate temperature scan is not required.

Social Distancing/Barriers

Social distancing is required, this is 3' distance or every other seat in a classroom. Briefly passing another person or briefly being <3' distance is acceptable.

Meetings are designed to follow the guidelines of not being <3' distance for >15 minutes whenever possible.

Social distancing plan and barrier plan:

1. Reception area:

Social distancing will be possible with visitors at desk able to maintain 3' distance. No barrier is required.

2. Waiting Area:

One person can wait in area by front desk. Other individuals are asked to wait in areas designated in the building and on campus.

3. Separate office of VPSS

Social distancing will be possible with 3' distance maintained. Up to three visitors can meet with the VPSS.

Administrative controls: Required for all appointments regardless of <3' distance maintained. Administrative controls include the COVID-19 self-attestation of health through online check-in, tracking of close contact through check-out online system, notifications on doors of building providing COVID-19 safety requirements, hand-sanitizer/handwashing, masks/PPE, COVID-19 education, safety training.

Engineering controls: provided normally for both <3' distance and when 3' distance cannot be maintained including maximizing ventilation. One engineering control specifically used when <3' distance is >15 minutes is a barrier. This could be a face shield worn with a face mask, plexiglass or plastic as examples.

Appointment Plan

Most appointments are scheduled.

Gel in!

The use of hand sanitizer and hand washing is strongly encouraged on campus.

There will be hand sanitizer place in the entrance of the building and available in the workspace area.

Face masks: Cloth face masks have various types; it is recommended that employees and students wear a mask that they find comfortable and that fits snugly against face. (gator or scarves do not provide adequate protection according to the CDC) Masks are required to be worn to campus and while on campus.

Highline College provides cloth face masks to any individual that does not have a mask or who requires a replacement mask. Employees in areas will have extra cloth face masks as possible in case an individual forgets to wear one to campus. Public Safety office on campus will also have cloth face masks if needed when coming on campus and locations for free face masks will be identified on campus.

Gloves: Not required to be worn.

Face shields: We require face shields to be worn by individuals or another type of barrier to be in place when <3' distance for 15 minutes or more. A safety assessment is completed for each area.

Plexiglass/plastic: A barrier is determined through a COVID-19 safety assessment by the Public Health Director and Facilities with each area.

Ordering of PPE: Designated faculty in the department will order necessary PPE from Facilities through the PPE ordering system. Students are not able to order PPE.

Limiting Shared Resources

When sharing items handwashing or use of hand-sanitizer should be done frequently.

Items commonly shared will be wiped with disinfectant periodically.

Food/Drink

Food/drink are only allowed in designated areas.

Student Union building will be open for students and employees and using social distancing food/drink is allowed.

Employees working on-campus can have food/drink in individual offices. If an employee does not have an individual office, then it is recommended:

- breaks for food/beverages be taken outside using social distancing
- designated area for breaks is identified, this area can be used by employees with social distancing required

Cleaning and Disinfecting

The virus that causes COVID-19 can land on surface, according to the CDC the risk of infection from touching a surface is low.

The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer.

A bottle of disinfectant spray and paper towels are available for visitors and employees to use.

Facilities:

The CDC provides specific requirements for cleaning and disinfection. Highline College meets the requirements or in some cases exceeds requirements. (statements provided are from the CDC)

1. Normal Cleaning

- In most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces.
- When there are no individuals with confirmed or suspected COVID-19 known to have been in a space cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

2. Disinfection for COVID-19

- Disinfection of areas where a person who tested positive for COVID-19/or was sick with COVID-19 symptoms if within the last 24 hours. This area will be closed immediately for a minimum of several hours up to 24 hours and then cleaned and disinfected before reopening.
- Disinfection of high-touch surfaces including door handles, handrails, elevator buttons, and restroom toilet, sink and faucets is not required (only cleaning) but we intend to continue with disinfection at this time even when there has not been a COVID-19 identified on campus in order to provide a higher level of protection.

3. **Employees and students:**

The CDC recommends everyone, including employees and students participate in keeping the campus safe. In each appointment area there will be disinfectant spray and paper towels and/or disinfectant wipes. These are provided to allow individuals to wipe down an area if they wish as an extra protection.

Hand-sanitizer is important to have available throughout the area/department for students, staff, and faculty to use frequently. Handwashing if hand-sanitizer is not available is an option.

4. **Employees:**

- Employees are encouraged to wipe down their work high-touch areas such as desktop, phone, keyboard, plexiglass/face shield barrier and other surfaces at least daily.
- Shared equipment such as copy machine keypad, refrigerator/microwave door, stapler is encouraged to be wiped down throughout the day with use.
- Please follow industry guidelines for disinfecting/sanitizing electronics.

5. **Ordering through Facilities:**

Disinfecting supplies and hand-sanitizer can be ordered through Facilities by faculty/staff. A designated person in each department/area will order supplies through an online form. This includes spray bottles filled with disinfectant/paper towels and disinfecting wipes may also be available. Hand-sanitizer is provided through stands in building entrances and in containers for classrooms/labs. Students are not able to order through this system.

6. **Change in Cleaning/Disinfection:**

- Depending upon volume high-touch surfaces may be cleaned more frequently than daily.
- Cleaning will increase to disinfection when:
 - High transmission of COVID-19 in the community,
 - Low number of people wearing masks,
 - Infrequent hand hygiene, or
 - The space is occupied by certain populations, such as people at increased risk for several illness from COVID-19.

Plan for Disinfection Due to COVID-19 in Area

Appointments will be cancelled by email notification.

Elevators

Use of stairwells will be encouraged using social distancing between individuals. Elevators will be used with social distancing when possible.

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

Restrooms

Restroom doors will have signage asking individuals to maintain social distancing as possible and indicate number allowed for occupancy.

Ventilation Risk Assessment Parameters

Good ventilation is another step that can reduce the number of viruses particles in the air.

Risk assessment parameters are considered when determining ventilation requirements for a building such as community incidence rates, facemask compliance expectations and room occupant density.

a. Assessment for fall quarter 2021:

- Masks are required. A well-fitting, multi-layered cloth mask helps prevent virus particles from entering the air or being breathed in by the person wearing a mask. It is our first line of defense when inside buildings and considered the most effective.
- We anticipate increased vaccination rates and decreased community incidence of COVID-19 based on CDC expectations.
- Reduced occupancy in rooms/barriers:
 - 50% occupant density in lecture classrooms. When at 100% for labs barrier will be required.
 - Reduced density for appointments: minimum 3' distance spacing between students with incorporation of barriers as required.

b. Ways to provide increased ventilation:

- Bring in as much outdoor air as possible.
 - If safe to do so, open windows and doors. Even just cracking open a window or door helps increase outdoor airflow, which helps reduce the potential concentration of virus particles in the air. If it gets too cold or hot, it is suggested to adjust the temperature. Do not open windows or doors if doing so poses a safety or health risk (such as falling, exposure to extreme temperatures, or triggering asthma symptoms).
- Consider safely securing fans in windows to blow potentially contaminated air out and pull new air in through other open window and doors.

c. Consider having appointments/classes outdoors when circumstances allow.

d. Highline College Facilities department has been assessing ventilation in buildings. They have replaced filters and maximized fresh air in building

systems whenever possible. They are following guidance for ventilation of buildings in higher education.

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. 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"?

Individuals that are fully vaccinated and are identified as having been in close contact with a COVID-19 positive individual do not quarantine. They self-monitor for any COVID-19 symptoms for 14 days only.

If an individual is not fully vaccinated:

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%)

- b. Reduced quarantine is permitted 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 at day 7). Keep watching for symptoms until day 14.

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 the area I work/had an appointment?

COVID-19 positive: case investigation has identified an individual was in the infectious period within the past 24 hours.

COVID-19 symptoms: an individual had COVID-19 symptoms while in the area in the past 24 hours.

Public Safety Case Investigation team will notify the supervisors the area of the building/or entire building is being closed. Please notify the students this is a possibility and ask them to check emails prior to coming to campus.

If the information is learned while classes are ongoing Public Safety will ask everyone to leave the area immediately.

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

- a. Please inform employees/students the area is being disinfected and will open in normally 2 days, confirm with Public Safety when it will be available.
- b. Facilities will wait a minimum of a few 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 employee recommended to wipe down with disinfectant any shared equipment or computers before using.

Information on COVID-19

Information on COVID-19

Symptoms

Anyone can have mild to severe symptoms. Older adults and people who have severe 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 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting/diarrhea

This list does not include all possible symptoms. The CDC 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 3' distance 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

What happens if the current "6' distance when possible" continues to be the requirement in fall 2021?

This is not expected to be required fall 2021 but safety plans will be required to adjust if this were to be the case. With 50% capacity a barrier would be implemented to allow <6' distance. In most cases this would be a face shield worn with a face mask.

Safety Consistent Across Campus and Reviewed

Consistent

- Area/Department safety plans complete a review process to ensure they meet the Safe Back to School Higher Education plan COVID-19 requirements.
- COVID-19 safety requirements are consistent across campus.
- There can be variability on how the safety requirements are accomplished.

Monitored and Reviewed

- Safety plans are required to be monitored and reviewed, failure to meet safety requirements will result in immediate stop of activity on campus until compliant.
- Highline College's Public Health and Hybrid Operations Leadership Council is responsible to monitor and review the COVID-19 safety plans.
- Any changes to a safety plan must be submitted to the Public Health Director and the COVID Executive Council for review to determine if they meet requirements by the Governor, WA DOH and CDC for higher education before implementing.

Flexible to Meet the Current COVID-19 Status

Safety plans are based on a flexible approach that adjusts depending upon the requirements of the Governor, WA DOH and CDC as COVID-19 safety requirements increase/decrease.

Please note: Fall 2021 planning is based on the WA DOH and CDC expectation of increased voluntary vaccinations, decreased positive COVID-19 cases in our community and decreased social distancing requirements.

Guiding Documents

The Safe Back to School Higher Education Plan is based on Proclamation 20-12.1/20-12.2, the Campus Reopening Guide, Safe Start Washington Plan and is required by Governor Inslee for higher education.

- The Safe Back to School Higher Education Plan has required core safety measures that must be followed by all colleges. The plan provides governance for instructional activities (classrooms/labs).
- The Campus Reopening Guide provides baseline recommendations and additional considerations. There is flexibility for colleges to implement based on area requirements.
- The Safe Start Washington Plan provides guidance for social gatherings and non-instructional activities that have parallel activities out in the community and fall under the Healthy Washington plan and the business guidance attached to the Safe Start Washington plan. This guidance applies to dining halls, social gatherings, libraries, fitness centers, convention/rental areas, student residence halls.
- Oversight is provided by the Public Health and Hybrid-Operations Leadership Council and approved by the Highline College's Executive Cabinet. It is periodically updated as current guidance changes from Governor Inslee and the WA DOH (based on CDC). It is located on the Highline College website.

Questions/COVID-19 Safety Concerns on Campus

Concerns regarding COVID-19 safety of employees, students, visitors, volunteers, vendors or others on-campus should to be reported to:

Students: can send questions/concerns regarding COVID-19 to ask@highline.edu

Employees: can send questions/concerns regarding COVID-19 to covid19response@highline.edu

Concerns regarding COVID-19 safety of employee, students, visitors, volunteers, vendors or others on-campus is encouraged to be reported to:

Students: can also send questions/concerns regarding COVID-19 to ask@highline.edu

Employees: can also send questions/concerns regarding COVID-19 to covid19response@highline.edu

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

Resources

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

Schools- Cleaning and Disinfecting Your Facility [Cleaning and Disinfecting Your Facility | CDC](#)

CDC Risk of Infection from a Surface [Science Brief: SARS-CoV-2 and Surface \(Fomite\) Transmission for Indoor Community Environments | CDC](#)

Health Washington required to be followed in conjunction with the Safe Back to School Higher Education plan [HealthyWashington.pdf](#)

Note: The safety requirements are intended for fall quarter and may not reflect current safety requirements. This document refers to 3' distance, which is expected prior to fall 2021. If using this plan before fall 2021 please use 6' distance until notified to change.