

# COVID-19 Fully Vaccinated Campus Re-Opening Plan (FVCRP) Fall Quarter 2021



**Purpose**

The **COVID-19 Fully Vaccinated Campus Re-Opening Plan** serves as the written guideline for how Tacoma Community College will safely operate in accordance with the WA State's Higher Education Proclamation 20-12.5, Vaccination proclamation 21-14.1, Statewide mask order 20-03.4, Labor & Industry requirements and guidance for employers, Higher Ed guidance from the Department of Health, Health Emergency Labor Standards Act, and CDC guidelines and recommendations.

Our decisions continue to be informed by the Tacoma-Pierce County Health Department (TPCHD), the Centers for Disease Control and Prevention (CDC) and other public health best practices. We also partner with the State Board for Community and Technical Colleges, work closely with other public higher education leadership and take direction from Gov. Jay Inslee. Our goals continue to be:

- Protect the health and safety of students, staff and the community.
- Adhere to the guidance of public health experts, State and federal government mandates.
- Provide ongoing communications to students, staff and the public.
- Support students and staff in the transition to online instruction and working remotely.
- Ensure equitable access to instruction, technology and other resources for student success.
- Plan for the future of TCC that ensures the safety of our community.

**Scope**

The FVCRP identifies and documents the critical resources, processes and control measures that the college will undertake in the re-opening process. This plan will include; vaccination and exemption, masking, contact tracing; exposure response procedures; hand hygiene; PPE utilization; sanitation procedures. The plan is meant to be a living breathing document and will be updated as needed.

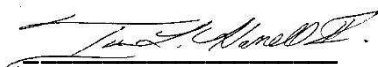
**Notification**

During all activities, the plan will be posted on the college's website and be made readily available to all employees and students, and for inspection by state and local authorities.

**Applicability and Activation**

With signature from the college President, or designee, the FVCRP confirms Tacoma Community College's commitment to the safety of all members of our community and requires that all faculty, staff and students adhere to all guidelines set forth in this plan. The FVCRP is activated upon the date and time that the college President signs the plan into action and will remain active until officially deactivated. Under advisement of the Governor, the college President or designee will deactivate the plan and return to the normal college schedule.

**Upon this signature, I, Dr. Ivan Harrell II, certify that this COVID-19 Fully Vaccinated Campus Re-Opening Plan (FVCRP) for Fall Quarter is fully activated and will be adhered to by all employees and students of Tacoma Community College.**



Ivan L. Harrell II, Ph.D.  
President of Tacoma Community College

9/17/21

Date

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**Table of Contents**

<b>Fully Vaccinated Campus Requirements</b> .....	<b>6</b>
<b>COVID-19 Supervisor</b> .....	<b>7</b>
<b>Health Monitors</b> .....	<b>7</b>
<b>Visitors and Volunteers</b> .....	<b>8</b>
<b>Contractors</b> .....	<b>8</b>
<b>Personal Protective Equipment (PPE)</b> .....	<b>8</b>
<b>Hand Hygiene Preventative Measures</b> .....	<b>8</b>
<b>Sanitation and Site Decontamination Procedures</b> .....	<b>9</b>
<b>Facility Post-Exposure Incident Recovery</b> .....	<b>9</b>
<b>Health Symptom Monitoring</b> .....	<b>9</b>
<b>COVID-19 Symptom Reporting, Communication Protocol, and Contact Tracing</b> .....	<b>9</b>
<b>Positive Test</b> .....	<b>10</b>
<b>Appendix A: Health Symptom Monitoring</b> .....	<b>14</b>
<b>Appendix B: Face Coverings</b> .....	<b>15</b>
<b>Appendix C: Spot Check Log</b> .....	<b>17</b>
<b>Appendix D: Visitor Log</b> .....	<b>18</b>
<b>Appendix E: Custodial Cleaning Standards and Training</b> .....	<b>19</b>
<b>Appendix F: Campus Office Hours</b> .....	<b>20</b>
<b>Appendix G: Copier Cleaning Guidelines</b> .....	<b>24</b>
<b>Appendix H: References/Additional Information</b> .....	<b>25</b>



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### **Fully Vaccinated Campus Requirements**

Vaccinations are an essential tool in battling the COVID-19 pandemic.

Per Gov. Jay Inslee's higher education proclamation 20-12.5, TCC opted to be a fully vaccinated campus this summer. This means staff, faculty and students are required to be fully vaccinated against COVID-19 and self-attest their vaccination status. Only medical and religious exemptions will be considered.

As a condition of employment, [all higher education employees must be fully vaccinated by Oct. 18.](#)

All students must be fully vaccinated by Oct. 31.

Per approval, exemptions for medical or religious reasons will be honored.

### **Full Vaccinated**

A person is considered fully vaccinated against COVID-19 two weeks after receipt of the second dose of a two-dose series (Pfizer-BioNTech and Moderna) or two weeks after receipt of the single dose of the Johnson & Johnson vaccine.

### **Mask Requirement**

It is a state law and TCC policy for you to wear a mask at all times on the TCC campuses. All are encouraged to give each other the benefit of the doubt and positively remind those not wearing a mask of the policy. Remind, repeat, and then report to campus safety.

Employees will be subject for disciplinary action. Students will be referred to the Code of Conduct process.

### **Support and Resources**

TCC employees and their family members have access to the Employee Assistance Program (EAP) for free and confidential licensed mental health counseling. EAP is a resource to provide guidance on both personal and work-related issues, among other services including free online workshops. Visit [eap.wa.gov/worklife](http://eap.wa.gov/worklife) (org code: TCC) or call 888.728.1408 for more information.

Supervisors and Human Resources are encouraged to support employees as they transition back into the workplace or express other mental health obstacles.

For students, free and confidential counseling is available through TCC's counseling department. TCC's professionally trained counseling team is available for remote sessions to help students navigate obstacles in college and life. [Book an appointment or find more information.](#)

### **Employee Vaccination or Exemption Attestation**

Employees must submit a self-attestation form to verify their vaccine status through ctcLink. Employees should submit this information as soon as they have completed both doses of the Moderna or Pfizer vaccine, or after their first and only dose of the Johnson & Johnson vaccine. All employees must be fully vaccinated by Oct. 18 (see timetable below).

Employees may submit exemptions for legitimate medical reasons and sincerely held religious beliefs. Employees claiming exemptions will also need to complete the self-attestation form through ctcLink.

Instructions on how to complete the self-attestation form can be found [here](#).

### **Employee Verification Process**

TCC is required to verify proof of vaccination for employees. Human Resources, under the guidance of our legal counsel, has developed a process to verify authentic vaccine cards. Another process has been developed to review medical and religious documentation. No documentation will be kept for records.

### **Student Vaccination or Exemption Attestation**

Students must submit a self-attestation form to verify their vaccine status through ctcLink as soon as they have completed both doses of the Moderna or Pfizer vaccine, or after their first and only dose of the Johnson & Johnson vaccine. All students who are enrolled in on-campus classes or plan to participate in any on-campus activities and services are required to be fully vaccinated by Oct. 31 (see timetable below).

Students may submit exemptions for legitimate medical reasons and sincerely held religious beliefs. Students claiming exemptions will also need to complete the self-attestation form through ctcLink.

If students are not fully vaccinated and/or do not self-attest, they can only enroll in online classes. They are encouraged to take advantage of TCC's remote student services.

Instructions on how to complete the self-attestation form can be found [here](#).

### **COVID-19 Supervisor**

The COVID-19 Supervisor, in collaboration with Health Monitors, will be present to monitor the health of faculty, staff, students, and visitors and enforce this plan during all college related activities.

#### **COVID-19 Supervisor – Campus Public Safety**

### **Health Monitors**

- Be present during program/department operating hours and assigned to high traffic areas.
- Check in visitors upon arrival, verify vaccination status, perform temperature scan and conduct a verbal health screen, record the visit on the visitor's log, and maintain log records.
- Perform spot checks to ensure that all COVID-19 safety measures are in place and adhered to.
- Verify badges or wristbands are being worn; direct those without them to a check-in location.
- Verify masks are worn at all times, unless working alone in a private workspace.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

### **Spot Checks**

Spot checks will be performed by Health Monitors at time of check-in, and during operating hours to ensure that all preventative measures set forth in this plan are being met. Spot checks will be logged

by the Health Monitor on the spot check log and all deficiencies will be immediately reported to the COVID-19 Supervisor for immediate corrective action. The Spot check log can be found in (APPENDIX C).

### Visitors and Volunteers

All visitors and volunteers must adhere to TCC's campus eligibility, health monitoring, face-covering, and reporting procedures, **regardless of vaccination status.**

- **Volunteers** must be vaccinated or have an exemption, but only if they are coming to campus (per the vaccination proclamation).
- **Visitors** don't have to be vaccinated (per the higher education proclamation and the vaccination proclamation).

A Visitor Log will be kept for a minimum of six (6) months and will include the name, phone number, and email address for potential COVID-19 tracking purposes. (APPENDIX D).

### Contractors

All contractors must adhere to TCC's campus eligibility, health monitoring, face-covering, and reporting procedures, **regardless of vaccination status.**

Contractors must be fully vaccinated to perform work on campus. All primary contractors are responsible for ensuring all sub-contractors and employees are fully vaccinated and accept responsibility for the vaccination verification and accommodation requirements.

### Personal Protective Equipment (PPE)

Face coverings will be required for all employees, students, visitors, and contractors. Mask stations will be located in most buildings. **See Face Covering guidelines in APPENDIX B.**

### Badges

Employee and student badges will be distributed during Fall quarter to help with easier identification of visitors and contractors. Since visitors and contractors must check-in and perform a health screening, the employee and student badges will help to differentiate them more easily. Upon check-in, visitors and contractors will receive a wrist band.

### Hand Hygiene Preventative Measures

Hand Sanitizer, disinfectants, and cleaning supplies will be readily available throughout the campus and will be frequently replenished.

Hand Hygiene Preventative Measure signs will be posted in appropriate areas visible to all employees and students with required hygienic practices.

### Sanitation and Site Decontamination Procedures

All high-touch surfaces at all locations, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms will be frequently cleaned and disinfected.

- Custodians and faculty disinfecting areas will be provided with the appropriate personal protective equipment (PPE) for these work tasks.
- Disinfecting wipes will be available in all classrooms to maintain a hygienic atmosphere. CDC has reported that in most situations, the risk of infection from touching a surface is low. The most reliable way to prevent infection is regularly wash hands. For general sanitation, we encourage faculty and students to use the wipes after each use. Facilities will clean the areas daily.
- Custodial Staff will disinfect all facility spaces, fixtures, furniture and non-specialized equipment to the sanitation and disinfection levels identified in the Custodial Cleaning Standards and Training Guide (APPENDIX E).
- Instructional Program Spaces
  - Program Faculty will disinfect all specialized instructional equipment. Custodial staff will provide supplies when requested.

### Facility Post-Exposure Incident Recovery

In the event of a confirmed +COVID-19 outbreak has occurred on-campus, TCC will work with the Public Health Department on sanitation requirements on a case by case basis. Facility post exposure recovery will follow the direction of the Public Health Department.

### Health Symptom Monitoring

All faculty, staff, and students will be informed to stay home or leave the location immediately when feeling sick or when they have been in close contact with a confirmed positive case and **are not fully vaccinated**.

**Fully vaccinated** staff and students who are not experiencing symptoms, do not need to stay home but must test 3-5 days after exposure. (APPENDIX A).

### COVID-19 Symptom Reporting, Communication Protocol, and Contact Tracing

Employees must self-report immediately to their supervisor if they develop symptoms of, were exposed to, or test positive for COVID-19.

To report a confirmed positive case:

- Contact Wayne Mask of Administrative Services at [wmask@tacomacc.edu](mailto:wmask@tacomacc.edu) or 253.566.5051 to self-report and initiate the contact tracing process. All information shared will remain confidential.
- For employee-related questions, contact Shawn McRavin of Human Resources at [smcravin@tacomacc.edu](mailto:smcravin@tacomacc.edu) or 253.566.5374. She can provide additional information about available leave and other resources.

The Tacoma-Pierce County Health Department will be contacted for support, if necessary.

## Student Cases

If a faculty member has a student who has been exposed or tested positive for COVID-19 in their classroom, please contact Wayne Mask at [wmask@tacomacc.edu](mailto:wmask@tacomacc.edu) or 253.566.5051 to initiate the contact tracing process. Students should report if they are positive to their faculty instructors.

## What happens if there is a positive case in a classroom or work setting?

These are the general guidelines:

- The employee or student should be sent home and referred for medical treatment.
- Contact Facilities for the area to be cleaned.
- Individuals who have been identified as having close contact (within six feet for a cumulative 15 minutes or more of contact) will be notified and advised the following:
  - Vaccinated individuals: Should be tested three to five days following the date of the exposure and continue to wear a mask at all times until they receive a negative test result. They should watch for symptoms. If there are no symptoms, vaccinated people do not need to quarantine or be restricted from work following an exposure, if they follow the masking and testing recommendations. If positive, isolate for 10 days after the exposure date or at the onset of symptoms.
  - Non-vaccinated individuals:
    - Quarantine for 14 days after your last contact with a person who has COVID-19.
    - Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
    - If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19. Watch for symptoms until 14 days after exposure.
    - If you have symptoms, immediately self-isolate and contact your health care provider.
- Also note for non-vaccinated individuals: Local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options to consider are:
  - After Day 10 without testing
  - After Day 7 after receiving a negative test result (test should occur on Day 5 or later for the most accurate result)

## Positive Test

### I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

**I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

**New Tool to Help if You've Been Exposed or Test Positive**

The King County Health Department has developed a new calculator to help you determine how long you need to isolate or quarantine and any additional precautions you need to take based on your specific situation. This will help inform your next steps. Click here to access this tool: <https://redcap.iths.org/surveys/?s=AP3NW4AWJM>

**Further actions and communications**

For the workspace and classrooms, the general guidelines listed above would apply. Faculty and staff are recommended to contact Wayne Mask, who will provide directions about what actions to take, whether to get tested, quarantine and/or stay home.

Examples:

- If a student is confirmed positive and was sitting within six feet of other students for 15 or more minutes, than those students would be notified. It is not required to notify the entire classroom about an exposure - only those who were in close contact. However, if the faculty member decides it's necessary, please work with college PIO for guidance.
- In the workspace, if an employee comes into work sick, leaves and tests positive for COVID, the supervisor will be asked to help collect contact tracing information, such as who was in close contact with the individual. Supervisor will assist with notifying those who were in close contact. It is not required to notify the entire department about an exposure - only those who were in close contact. However, if the supervisor decides it's necessary, please work with college PIO for guidance.

Wayne Mask will work with the TCC PIO and the Health Department if there is an outbreak (two or more positive cases in a setting) and will guide the communications and further actions, if necessary.

**Communication Protocol: Media Relations**

- Any media request should be sent to the PIO or Assistant PIO.
- President and Leadership Team to be notified.
- If contacted by the media re: Covid-19 or other matters, please connect with the PIO or Assistant PIO. The PIOs will assist, including providing comment, coaching TCC sources, gathering information for the reporter and/or connecting the reporter with TCC sources. PIOs also will work with reporter in the case of a controversial or difficult story to ensure TCC is accurately and fairly portrayed.

**Travel**

**Steps to follow per CDC guidelines if travelling outside of Washington:**

- If you are **fully vaccinated**. Fully vaccinated travelers do not need to get tested nor self-quarantine upon return unless experiencing symptoms.
  
- If **not fully vaccinated**:
  - Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
  - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

**This is required to resume all activities on-campus.**

### **On-Campus Events**

Any gathering of more than 50 people must be approved by the college president. Please work with your supervisor or club advisor to submit a request.

### **Athletics**

Athletics has their own extra safety protocols that are guided by NWAC rules. Contact Athletic Director Jason Prenovost @ [jprenovost@tacomacc.edu](mailto:jprenovost@tacomacc.edu) for questions.

### **Restrooms**

When visiting restrooms, please be mindful and try to distance yourself from others where possible.

### **Break/Lunchroom**

Faculty and staff should maintain a safe distance when taking breaks and lunches in the same on campus area.

### **Elevators**

Use of stairwells will be encouraged. Elevators may be used as an alternative to stairs as needed. Elevators will be sanitized on a daily basis.



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## Appendix A: Health Symptom Monitoring

### COVID-19 Symptoms

Before you leave for work or class, assess your health. How do you feel? Do you have any symptoms of COVID-19?

Symptoms vary, and are updated by the CDC, but the most common are:

- 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

There is additional information about COVID-19 at the Tacoma-Pierce County Health Department website.

What to do:

- **Stay home if you are experiencing any COVID-19 related symptoms.**
- Notify your supervisor right away. If you would like to work from home, please ask your supervisor.
- Seek medical advice about whether or not you need to be tested for COVID-19. TCC will soon offer testing on-campus – more information to come.

## [Appendix B: Face Coverings](#)

In order to help ensure the health and safety of the Tacoma Community College campus community and the public, **everyone on campus is required to wear masks indoors and outdoors, regardless of vaccination status.**

### **Guidelines**

- All individuals on campus must wear masks indoors unless working alone in a private workspace, but a mask must be kept close and put on if someone enters the workspace, even if social distance is maintained.
- Masks must be worn outdoors, to include parking lots.
- Wear your mask until you are ready to eat and then place it back on afterwards. Staff are encouraged to eat in their office area or outside. Maintain social distancing in breakrooms or shared spaces. Eating or drinking in classes is not permitted.

Mask stations will be placed at all buildings on the campuses. If you need more masks, please call Campus Public Safety at 253.566.5111.

**Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.**

### [CDC “Your Guide to Masks”](#)

The following link to the CDC website provides a great guide on how to select, wear, and clean your mask [Your Guide to Masks](#).

### [Types of Allowable Face Coverings](#)

A face covering must:

- Completely cover the nose and mouth.
- Have two or more layers of washable, breathable fabric.
- Fit snugly against the sides of your face and don't have gaps.
- Allow for breathing without restriction, and
- If not disposable, a proper mask should be capable of being laundered and machine dried without damage to its integrity.

### [Non-Recommended Types of Face Coverings](#)

The CDC recommends against wearing the following types of face coverings/masks:

- Made of fabric that makes it hard to breathe, such as vinyl.
- Contain exhalation valves or vents, which allow virus particles to escape.
- Face shields.

### [Face Covering Exemptions](#)

Face coverings are not required when:

- Working, spending time alone, or eating and drinking in personal workspace with the door closed.
- Operating a single occupancy vehicle.

- Teleworking (i.e., not reporting on site to a TCC location).

#### Face Covering - Medical Health Risk and Disability Accommodation

Students with the following medical conditions or health risks may request a formal accommodation to this policy following the correct process.

- A qualified medical professional has advised that wearing a face covering may pose a severe health risk to the student when wearing the covering, or significantly impair their breathing.
- A student has a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering.
  - This includes but is not limited to persons with a medical condition for whom wearing a face covering could obstruct breathing, who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance, such as individuals with limited upper body and limb function.
- The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.

For students registered with the TCC Access Services disability office, determination of a medical or health risk accommodation will be made on a case-by-case basis in consultation with Access Services staff. Students requesting an accommodation to this policy are required to:

- Contact Access Services staff as soon as possible.
- Access Services staff will REQUIRE documentation to be provided directly to us before an accommodation can be discussed with the student. We will need written documentation from a qualified medical provider, substantiating the request for formal disability accommodation.
- Engage in the interactive accommodation determination process through a scheduled appointment.

**An accommodation may NOT exempt a student from wearing a face covering where it is required on campus.** Examples of accommodations may include, but are not limited to: allowing the student to take a course remotely, working with an advisor to identify an alternate course or activity, reviewing alternative face coverings and mask options that are more accessible to the student, allowing a Personal Attendant (PA) on campus to assist the student with their face covering/mask.

Non-disabled students or students not registered with Access Services who cannot comply with this policy, are strongly encouraged to Student Affairs in advance of the course or event, and to choose courses and activities that allow remote participation whenever possible. (

**Appendix C: Spot Check Log**

<b>Spot Check Form</b>						
Spot checks will be completed at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth are being met. Checks should include on-site physical distancing, hygiene and sanitation practices.						
<b>Date</b>	<b>Time</b>	<b>Building</b>	<b>Designee Name</b>	<b>Policy Compliance Maintained? Yes/No</b>	<b>If "No", provide details, to include participants' name(s)</b>	<b>If "No", was it reported to the COVID-19 Supervisor?</b>

[Appendix D: Visitor Log](#)
**Contractor/Vendor/Visitor Health Screening Log**

Date	Time In	Visitor's Name	Phone #	Email	Company	Buildings/Location Visited	Passed Health Screening?	Temperature below 100.4?	Time Out



## Appendix F: Campus Office Hours

### Arts, Humanities, and Social Sciences

#### **Art Gallery**

Mon-Fri, 10:00 AM - 5:00 PM

#### **Faculty Resource Center in 18-202 (formerly called the AFC)**

Mon - 9:30 AM - 4:30 PM

Tues - 8:30 AM - 3:30 PM

Wed - 8:30 AM - 4:30 PM

Thurs - 8:30 AM - 4:30 PM

Fri - 9:30 AM - 3:00 PM

#### **Building F2 (mixed faculty offices and AHSS dean/staff)**

Mon - 8:00 AM - 4:30 PM

Tues - 9:00 AM - 3:30 PM

Wed - 8:00 AM - 4:30 PM

Thurs - 8:00 AM - 4:30 PM

Fri - 9:00 AM - 3:30 PM

#### **Music (Bldg. 2)**

Mon, 8:00am-2:00pm

Wed, 8:30am-12:00pm

Fri, 1:00pm-7:00pm

### Communication and Transitional Studies

#### **BEdA (Bldg. 7)**

Mon-Thu 8:00am-5:00pm

Remote on Fridays.

#### **Assessment Testing Center (7-104)**

In person CASAS testing will be available by appointment only:

Tue, 1:00-4:00 pm

Wed, 10:00am- 1:00pm and 5:00pm-9:00pm

- Additional testing slots may become available based on demand.

#### **Health, Wellness, Business, and Workforce**

##### **Division Hours**

Mon-Wed & Friday 10:00am-2:00pm and by appointment

##### **Workforce (19-70)**

Mon-Thu, 9:00am-5:00pm

Fri, 9:00am-4:00pm



**Info Commons (16-120)**

Open Mon-Fri, 7:00am-9:00pm

**Library (Bldg. 7)**

Mon-Fri, 8:00am-5:00pm

- Reference Services will continue remotely during Fall quarter. Librarians are available 24/7 at <https://tacomacc.libguides.com/TCCLibrary>

**Media Studio (16-119)**

Mon-Fri, 9:00am- 5:00pm

**Science, Technology, Engineering, and Mathematics (Bldg. 15)**

Main office (15-101)

Mon-Fri, 7:30am-4:30pm

- The MESA Center will continue to serve students remotely during Fall quarter.

**Administrative Services****HR (Bldg. 14)**

Mon-Fri, 8:00am-5:00pm

**Campus Public Safety (Bldg. 14)****Safety Officers**

Mon-Fri, 24/7

Sat-Sun and Holidays, 6:00am-11:00pm

**Front Office**

7:30am-7:00pm

**Business Office/Finance (Bldg. 14)**

Mon-Fri, 8:00am-5:00pm

**IT (Bldg. 18)**

Mon-Fri, 8:00am-5:00pm

**Bookstore (Bldg. 11)**

Mon, Thu, Fri - 10:00am-2:00pm

Tue, Wed – 10:00am-6:00pm

**Facilities****Main Office**

Mon-Thu, 8:00am-5:00pm

**Custodial**

Mon-Fri, 6:00am-10:30pm

Sun-Thu, 5:00pm-1:30am

**Grounds**

Mon-Fri, 5:00am-1:30p

**Maintenance**

Mon-Fri, 6:30am-5:00pm

**OEDI (Bldgs. 7, 9, 16)**

Mon-Fri, 9:00am-5:00pm

- Staff will be on campus 3 or 4 days a week during these days and times.

**IR (Bldg. 16-322)**

- Mon-Thu, 7:30am – 5:30pm

**Student Services (Bldg. 7)****Running Start**

Tue, 10:00am-3:00pm

Mon, Wed, Thu, Fri - Appointment Only

**Placement**

Tue-Thu, 10:00am-3:00pm

**Outreach**

Mon-Fri, 10:00am-3:00pm

**Enrollment Services**

Mon-Fri, 10:00am-4:00pm

**Talent Search**

Appointment Only

**Fresh Start**

Appointment Only

**MARC and BEC In-Person Tutoring (Bldg. 19-22)**

The MARC and BEC will be in a combined center for fall quarter

- Mon-Thu, 10:00am – 3:00pm

**Writing & Tutoring Center (WTC) (Bldg. 7-221)**

- Mon-Thu, 9am – 6pm
- Fri. 9am – 3pm

**OSE (Bldg. 11)**

Mon-Thu 10:00am-3:00pm.

**International Programs**

Tue-Thu, 10:00am – 2:00pm

**TCC Foundation and Marketing and Communications (Bldg. 6)**

Mon-Fri, 8:00am-5:00pm

**Gig Harbor Campus**

Mon-Thu 8:00am-9:00pm

Fri 8:00am-5:00pm

### Appendix G: Copier Cleaning Guidelines

#### **Device Cleaning – Best Practices for Maintaining Health & Safety**

Regularly clean all areas of your multifunction devices that may be touched by users, including control panels, covers, and jam locations as well as areas that may be touched when routinely changing out paper and toner supplies. **Here are some key tips to guide you:**

- Make sure the device is powered down and unplugged before cleaning.
- Use a lint-free or microfiber cloth sprayed with a 70%+ solution of isopropyl alcohol.
- Use only glass cleaner on the scan glass of the device.
- Use disposable gloves when cleaning.

Wash hands regularly and avoid touching your face or mouth after using all office equipment in work environments. We encourage you to work with your Canon Solutions America representative to identify best practices and simplify integration when using these tools. Canon Solutions America is committed to employee safety and information Public Security.

**Appendix H: References/Additional Information**

Higher Education Proclamation 20-12.5 link: [Higher Ed Proclamation](#)

Vaccination proclamation 21-14.1 link: [Vaccination Proclamation](#)

Statewide mask order 20-03.4 link: [Mask Order](#)

Labor & Industry requirements and guidance for employer's link: [L&I Requirement and Guidelines](#)

Higher Ed guidance from the Department of Health link: [DOH Higher Ed Guidance](#)

Health Emergency Labor Standards Act link: [Health Emergency Labor Standards Act](#)

TCC Return to Campus Toolkit link: [Return to Campus Toolkit](#)