COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) Phase 2
Purpose

The COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) serves as the written guideline for how Tacoma Community College will safely recover essential instructional programming and support functions in accordance with the WA State’s Phase 2 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements.

The COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) shall ensure:

- Critical resources are directed toward the safe recovery of all college functions
- Recovery processes are developed and implemented with health and safety as top priority
- Control measures are put in place for safeguarding of the health and wellbeing of faculty staff and students at all college locations prior to reopening operations

Scope

The CECMR identifies and documents the critical resources, processes and control measures that the college will undertake in the recovery process. The plan will be rolled out in instructional programming phases and addresses COVID-19 safety trainings; on-site physical distancing; symptom monitoring and reporting; exposure response procedures; hygiene; PPE utilization; sanitation and site decontamination procedures; and a facility post-exposure incident recovery plan. The plan is meant to be a living breathing document that will be implemented in phases. As new phases are added the plan will be updated and essential work and instructional programs locations will be added in appendices.

Notification

During all activities, The CECMR will be posted at each essential workspace and instructional program location and be made readily available at these locations 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 CECMR 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 CECMR 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 _________________ certify that this COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR) for Phase 2 is fully activated and will be adhered to by all employees and students of Tacoma Community College.

__________________________ 06/26/2020
Ivan L. Harrell II, Ph.D.
President of Tacoma Community College
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COVID-19 Supervisor (1)
The COVID-19 Supervisor, or designee, will be present at every location to monitor the health of faculty, staff, and students and enforce the COVID-19 location-specific safety plan at all times during work and instructional activities. The Supervisor and designees will work collaboratively to ensure that the plan expands when new programs are added by phase and remains current with any changes to COVID-19 guidelines.

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

Program/Department Specific Designees will be designated for each authorized program/department as more programs and services become available on campus. Listing of all Program/Department Designees can be found in (Appendix E).

**Covid-19 Designee Responsibilities**

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized program, and all employees upon arrival through the online check-in tool, perform temperature scan, complete health screen, and verify online safety training was completed.
- Check in all visitors upon arrival, perform temperature scan and conduct a verbal health screen, record the visit on the visitor’s log, and maintain log records.
- Monitor the continual health of students and employees within program/department area during all operating hours.
- Perform spot checks to ensure that all COVID-19 safety measures are adhered to, including on-site physical distancing, hygiene, and sanitation.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

**COVID-19 Safety Training (2-3)**

Safety training will be administered online through Canvas and cover the CECMR, the preventative measures in place, and rights and responsibilities of the employee/student. This training must be completed by all faculty, staff, and students enrolled in an authorized program prior to participation in any on-campus activity. The COVID-19 Supervisor and program/department specific designees will be responsible for verifying that online safety training was completed on the first day of returning to work/class, and that the employee has completed a weekly refresher thereafter.

**Spot Checks**

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, hygiene and sanitation practices. Spot checks will be logged by the designee 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 F).
On-site Physical Distancing (4-8)
Physical distancing of at least 6-feet of separation must be maintained by every person at the location at all possible times. In instances where the 6-feet separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all employees/students performing those activities prior to commencing and appropriate PPE and other controls must be implemented.

Choke Points and High-Risk
Areas have been identified at all locations where workers and students typically congregate so that physical distancing will be maintained.
- Areas not in use will be blocked off to prevent access.
- Floors have been marked with tape in these areas to ensure safe passage and physical distancing can be adhered to (Appendix H – Maps of Building).

Restrooms
- Employees and students will go to the restroom one at a time and perform hand hygiene before exiting.
- Upon returning, employees and students will enter through the designated area and put on required PPE.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom
- Faculty and staff breaks and lunches will be taken in separate locations or in shifts.
- Student lab and simulations will be scheduled in 2-4-hour blocks with no lunch area provided.
  - Student breaks can be taken in individual student designated areas or students can go through exit/entrance procedure of removing and putting on of disposable PPE to go outside for breaks, where physical distancing must be observed.

Student Lockers
- Lockers will not be available for use.
- Students are encouraged not to bring items with them that cannot be kept on their person.

Elevators
- Use of stairwells will be encouraged. Elevators may be used as an alternative to stairs as needed. Elevators will be used by only one person at a time.
- Elevators will be sanitized between cohorts and/or employee shifts.

Personal Protective Equipment (PPE) (9-10)
Personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate will be required for the activity being performed.
- **Face coverings** in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear a face covering will result in dismissal from campus.
- Employee and Student training on the proper use of PPE will be provided as part of the specific COVID-19 program training.
If appropriate PPE cannot be provided by the school, the activity is not authorized to commence, recommence, or the site must be shut down.

**Hand Hygiene Preventative Measures (11-13)**
Ample soap and running water will be provided at all locations for frequent handwashing.
- Employees and students will be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Hand Sanitizer, disinfectants, and cleaning supplies will be readily available throughout the location 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

**Health Symptom Monitoring and Reporting (19-26) (ADSV-625).**
All faculty, staff, and students will be informed to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case.

**Eligibility to be On-campus**
- Any faculty, staff, or student who is asymptomatic (shows no signs of the flu or Covid-19), and
- Has not tested positive for influenza or COVID-19, and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has not tested positive for influenza or COVID-19)
- Has not traveled outside of Washington to a state other than Idaho and Oregon, or has self-quarantined for 14 days upon returning from travel to a state other than Idaho and Oregon.

All faculty, staff, and students must inform their supervisors/instructors if they have a sick family member at home with COVID-19. If an employee or student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.

- All faculty, staff, and students must inform their supervisors/instructors if they have traveled to a state other than Idaho and Oregon and have not self-quarantined for 14 days upon return.

All faculty and staff who do not believe it is safe to work shall be allowed to remove themselves from the location. The college will ensure that the expanded family and medical leave requirements included in the Families First Coronavirus Response Act are followed or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.

**Exposure Response Procedures**
If a faculty, staff, or student develops symptoms of acute respiratory illness, they must seek medical attention and inform their supervisor or program faculty. If symptoms develop while they are not
working, the faculty, staff, or student should not return to campus until they have been evaluated by a healthcare provider.

- The student/faculty/staff could return following the CDC guidelines for “How to discontinue home isolation.”

If a faculty, staff, or student is confirmed to have COVID-19 infection, the college will inform fellow employees and students of their possible exposure to COVID-19, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The college will begin contact tracing and instruct everyone on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

If symptom onset occurs while on-campus, the college will take the following immediate actions:

1. Ensure that the sick person is not in immediate distress, is comfortable and wearing a proper face mask (mask may need to be exchanged for one more suitable for sick patient).
2. Arrange for the sick person to be immediately sent home or isolated until alternative transportation can be obtained. The college has designated Room 10-14 as an isolation room.
3. Notify COVID-19 Supervisor, who will in turn report it to the college President.

Prior to Day of Daily Arrival for Work/Class/Lab

Online Safety Training
All Faculty, staff, and students must complete the online Safety Training in Canvas prior to their first day of arrival on campus and a weekly refresher thereafter.

Online Health Screening
All faculty, staff, and students must take an online health screening at home prior to arrival and again at the beginning of their day.

An Online Health Screening will be sent to students/faculty and staff for self-screening. (Appendix F)

- If “YES” was answered to any question, the program director, lab faculty, or supervisor will be contacted.
  - The student/faculty/staff would be rescheduled for work/lab and medical follow-up would be encouraged per DOH guidelines.
  - The student/faculty/staff could return following the CDC guidelines for “How to discontinue home isolation.”

Faculty and Staff – Approval Process for Work on Campus/One Day Visit

VP approval is required for all employees to work on campus for both ongoing and one day visits.

- If the activity is ongoing, this approval can be granted once on a continual basis.
- Once approved, all visits will be logged by the VP on the shared visit log and the VP will send out a confirmation to the employee with instructions on how to complete both the online Safety Training and Health Screening.
These must be completed prior to arrival on campus and will be verified upon daily check-in.

Note: One day visits to stop by the office or to grab necessary work requires the same process; Approval, Safety Training, Health Screening, and Daily Check-in.

Faculty and Staff – Daily Check-in Procedures
Upon arrival to campus, Faculty and staff will check in at their designated check-in area with the COVID-19 Program/Department Specific designee. If they do not have one listed, they will check-in at the designated check-in area at Public Safety. Location of Program/Department designees is listed in (Appendix E).

At the check-in area, faculty and staff will complete a second Health Screening to re-acknowledge health questions and verify that they completed the Safety Training, followed by a temperature scan and documented on their online health screen.

- Any employee with a temperature of 100.4°F or higher is considered to have a fever and will be sent home.
  - The faculty or staff member could return following the CDC guidelines for “How to discontinue home isolation”.

Facial coverings must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear face covering will result in dismissal from campus.

- Disposable masks will be provided upon entering the check-in area for anyone without a personal mask. Employees are required to wear facial coverings and will be encouraged to bring their own personal face mask to campus.

Student – Daily Class/Lab Check-in Procedures
Upon arrival to campus, students will check-in daily for class or lab at the designated program specific check-in location. All programs will have designated pre-entry, entry, lab/class, debriefing, and exit areas. (See appendices by program).

Student Pre-entry
Check-in and health screenings will be done at the designated check-in locations to prevent a possible spread of COVID-19 within program specific building that would activate an increased COVID-19 response and could potentially shut down the building for several days. If Check-in location is compromised another location will be identified and check-in will be relocated. In the interim, the closest neighboring check-in will absorb the responsibilities of the compromised check-in location.

Faculty/staff will use appropriate PPE (mask and gloves).
- Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face mask to campus.
Students should take their temperature at home (if possible) prior to arriving at school or have their temperature taken when they arrive.

Students will complete a second Health Screening to re-acknowledge health questions and verify that they completed the Safety Training, followed by a temperature scan (if not completed at home) and documented on their online health screen.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for lab and medical follow-up would be recommended per DOH guidelines.  
  - The student could return following the CDC guidelines for “How to discontinue home isolation”.
  - If after reviewing, the answer was no, then the student/faculty/staff would attend lab as planned.
- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their lab would be rescheduled.
  - The student could return following the CDC guidelines for “How to discontinue home isolation”.

Prior to entering their authorized classroom/lab room, students will be instructed not to gather in social areas of buildings and to maintain 6’ (or more) physical distancing. Students will be encouraged to stay in their vehicles until it’s time to come into class/lab. This will be strictly enforced.

**Student Entry in Class/lab Building**

Upon entry, students will be directed to the designated handwashing & additional PPE Station. Note: Masks are required prior to this point.

- Hygiene/Hand washing station will be located within the labs
- Every Student will be required to use the hand-wash station for a minimum of 20 seconds using DOH/CDC guidelines and be checked-off by faculty/staff
- PPE Station – Additional PPEs will be handed out to students and made available in each room, according to the defined program requirements in DOH/OSHA guidelines for medium exposure risk.
  - Gloves and Masks: Required
  - Eye Protection and Isolation gowns: Specific skills where these are commonly used or when in close contact (<6’) with other students/faculty/staff

**Student Exit from Class/lab**

Upon completion of class/lab, students will be dismissed one at a time.

- An area will be designated for students to remove disposable PPE and wash hands for minimum 20 seconds.
- This area will clearly be marked with signage and open garbage containers will be provided for disposable PPEs.
- Students will log out before exiting using the online Health Screening form.
- Face masks will be required to be kept on until exiting the building.
Rescheduled Lab Days

- During the last two weeks of the quarter, a specific day of lab will be reserved for any needed rescheduled lab days. These days will provide students the ability to do 2-4-hour of labs if needed. These rescheduled lab days will provide the opportunity for a student to complete lab if they are self-quarantined for 21 days.
- Home-kits for competencies, which incorporate Zoom will be explored as an option if needed.
- Incompletes will be an option.

Location Log of all Campus Attendees (27)

The online Health Screening form will create a daily attendance log of all approved employees and students enrolled in an authorized instructional program. This daily log will be securely retained for a minimum of four weeks in accordance with all FERPA and HIPAA requirements.

- The log will include the name, phone number, and email address of all attendees for potential COVID-19 tracking purposes.

Visitors/Vendors/Contractor

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes. All visitors/vendors/contractors on campus must wear masks at all times, regardless of duration of visit.

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 H).

- Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned.
  - A Temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their visit would be rescheduled.
  - The visitor could return following the CDC guidelines for “How to discontinue home isolation”.2
  - Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear face covering will result in dismissal from campus.
  - Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. Visitors, vendors, and contractors must wear a personal face mask to be present on campus.3
- Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.
Students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines. Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs, etc.

Sanitation and Site Decontamination Procedures (15-17)
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 and trained as part of their specific COVID-19 training program.

Daily Sanitation
Prior to the start of lab and in between every student group/class, faculty and staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach only used if other options are not available) to wipe down.

- 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 H).
  - Entry, Exit and Common Areas
  - Tables & Chairs
  - Lab Doors & Door Handles
  - Countertops & Sinks
  - Restrooms
  - Stairways
  - Elevators

- Instructional Program Spaces
  (Program Faculty) Custodial staff will provide support in the sanitation of specialized instructional equipment at the request of the program
  - Temperature scanner
  - Individual designated student areas including bed, over bed tables, chair, headwall
  - Mannequin or trainer
  - Equipment designated for use (e.g. ventilator, test lungs)
  - Table and chair touch areas

- Supplies
  Will be placed in each area after cleaning, with gloves being worn during handling. Any supplies that are reusable will be cleaned; reusable supplies that cannot be cleaned will now be one use only (i.e. split gauze pads)

If any areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.
If an employee or student reports feeling sick and goes home, the area where that person worked will be immediately disinfected. This level of sanitation does not apply if a Covid-19 case is confirmed in the area. If this was to occur the Facility Post-Exposure Incident Recovery Section of this plan would be enacted.

**Facility Post-Exposure Incident Recovery**

In the event of a confirmed +COVID-19 exposure on-campus, the college will take the following actions to decontaminate the building. (Appendix N)

1. Immediately evacuate building of all occupants; secure entries.
2. Follow guidelines promulgated by the Tacoma-Pierce County Health Department, State of Washington Department of Health, and the Federal Center for Disease Control before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
   a. During this waiting period, open outside doors and windows to increase air circulation in these areas.
3. Clean dirty surfaces before disinfecting them.
4. Disinfect surfaces, using products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are appropriate for the surface.
Appendix A: COVID-19 Supervisor & Program/Department Specific Designee Instructions

The COVID-19 Supervisor, or designee will be present at every location to monitor the health of faculty, staff, and students and enforce the COVID-19 location specific safety plan at all times during work and instructional activities. The Supervisor and designees will work collaboratively to ensure that the plan expands when new programs are added by phase and remains current with any changes to COVID-19 guidelines.

**COVID-19 Supervisor** - Will Howard, Public Safety Supervisor

Program/Department Specific Designees will be added as more programs and services become available on campus.

**Program/Department Specific Designees:**

- **Building 14 Public Safety** – Kelly Lieske
- **Building 11 Bookstore** – Sarah Lewandowski-Noble
- **Building 1 Custodial** – Colin Turner
- **Building 3 Early Learning Center (ELC)** – Renee Hernandez-Greenfield, Tanya Losey, Angela Wheeler
- **IT** – Ben Bogaev
- **Building 1 Facilities** – Pat Mathews

- **Building 7 Library** - Candice Watkins
- **Building 13 Nursing** – Julie Benson
- **Building 13 Respiratory Care** – Greg Carter
- **Building 13 EMS/EMT** – Melissa Stoddard, Joshua Wright
- **Building 13 DMS** – Shea Bower
- **Building 19 NAC** – Mary Stobie
- **Testing Center** – Beth Davis

### Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized program, and all employees upon arrival through the online check-in tool, perform temperature scan, complete health screen, and verify online safety training was completed.
- Check in all visitors/vendors upon arrival, perform temperature scan and conduct a verbal health screen, record the visit on the visitor’s log, and maintain log records.
- Monitor the continual health of students and employees within program/department area during all operating hours.
- Perform spot checks to ensure that all COVID-19 safety measures are adhered to, including on-site physical distancing, hygiene, and sanitation.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

**Spot Checks**

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, and hygiene and
sanitation practices. Spot checks will be logged by the designee 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 F).

**Location Log of all Campus Attendees (26)**
The online Health Screening form will create a daily attendance log of all approved employees and students enrolled in an authorized instructional program. This daily log will be securely retained for a minimum of four weeks in accordance with all FERPA and HIPAA requirements.

- The log will include the name, phone number, and email address of all attendees for potential COVID-19 tracking purposes.

**Visitors/Vendors/Contractor**
Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes.

A Visitor Log will be kept for a minimum of four weeks and will include the name, phone number, and email address for potential COVID-19 tracking purposes. (Appendix H).

- Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned.
  - A Temperature scan 100.4°F or higher would indicate a fever (by the CDC) and their visit would be rescheduled.
  - The visitor could return following the CDC guidelines for “How to discontinue home isolation”.
- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, **must be worn at all times by every employee, student, and visit on campus at all times**.
  - Disposable masks and gloves (if required) will be provided upon entering the health check area for anyone without these items. Visitors, vendors, and contractors will be encouraged to wear a personal face mask to campus.
- Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.

*Students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines.* Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs, etc.
Appendix B: Spot Checks

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, hygiene and sanitation practices. Spot checks will be logged by the designee on the spot check log and all deficiencies will be immediately reported to the COLVID-19 Supervisor for immediate corrective action.

Spot Check Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Building</th>
<th>Designee Name</th>
<th>Policy Compliance Maintained?</th>
<th>Yes/No</th>
<th>If &quot;No&quot;, provide details, to include participants' name(s)</th>
<th>If &quot;No&quot;, was it reported to the COVID-19 Supervisor?</th>
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Appendix C: Visitor Log

Visitors/Vendors/Contractor

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes.

• Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned.
  o A Temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their visit would be rescheduled.
  o The visitor could return following the CDC guidelines for “How to discontinue home isolation”.

• Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee, student, and visitor on campus at all times.
  o Disposable masks and gloves (if required) will be provided upon entering the health check area for anyone without these items. Visitors, vendors, and contractors will be encouraged to wear a personal face mask to campus.

• Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.

Students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines. Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs, etc.

Visitor Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Visitor's Name</th>
<th>Phone #</th>
<th>Email</th>
<th>Company</th>
<th>Buildings/Location Visited</th>
<th>Passed Health Screening?</th>
<th>Temperature below 100.4?</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

19
# Appendix D: Custodial Cleaning Standards and Training

<table>
<thead>
<tr>
<th>Building:</th>
<th>Date:</th>
<th>Good</th>
<th>NI</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entrance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass doors clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior cobwebs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk-off mat vacuumed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purell dispenser tray clean, unit working</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All touch-points disinfected</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Common Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash and recycle emptied</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpets vacuumed nightly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator interior/exterior free of smudges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No spots/gum on floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Coffee run-downs on walls</td>
<td></td>
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<td></td>
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<tr>
<td>Tops of garbage-cans soiled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upholstery clean</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Stairwells clean, no gum/graftiti</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Drinking-fountains clean and free of scaling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table tops are clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All touch-points disinfected</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash emptied</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodes clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Urinal partitions free of streaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinals clean: under, sides, inside, top</td>
<td></td>
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<tr>
<td>Floor mopped with Alpha HP</td>
<td></td>
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<tr>
<td>Mirror free of smudges/prints</td>
<td></td>
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<tr>
<td>Stocked</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Female hygiene boxes free of debris</td>
<td></td>
<td></td>
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<tr>
<td>Walls are clean, including wall under fixtures</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>All touch-points disinfected</td>
<td></td>
<td></td>
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<tr>
<td><strong>Classrooms/Offices</strong></td>
<td></td>
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<tr>
<td>Trash emptied</td>
<td></td>
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<tr>
<td>Floor free of visible debris</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>White-boards and trays clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No gum/spots on floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Walls free of scuff-marks/ink</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks are free of smudges/wet rag streaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows smudged/finger-prints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window-blinds/ledges free of dust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All touch-points disinfected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Score</strong></td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat issues:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Appendix E: Facilities Post-Exposure Recovery Plan

The following protocol will be used to recover a building in the case of a COVID – 19 exposure:

1. Isolate the effected space.
   - Close all doors and windows. This should be a quick process as the majority of the windows on campus are not mechanically operable.

2. Isolate the area and lock down the affected space.
   - Close and secure related hallway and perimeter doors.

3. Notify Facilities immediately to begin the recovery process.

4. Shut down all related ventilation systems.

5. Allow 2 hours for all droplets and any possible aerosolized particles to settle.

6. Clean and sterilize the space.
   - Time required to clean and sterilize the space will depend on the size of the space and the number of bathrooms in the space. A rough rule of thumb calculation for this will be 8 Hours per 10,000 square feet. For example:
     - Building 12 @10,000 square feet = 2 hours of lock down time +8 hours cleaning and sterilizing for a total of 10 hours out of service time.

The described process would allow the facilities/custodial departments to recover the building in the least amount of time possible and would minimize the time that a facility would be out of use.
Appendix F: Library Pickup/Return Plan – Building 7

Library Summer Schedule
Date Range: June 29 – August 20
Days of Week: Tuesday, Wednesday, Thursday 9:00 AM-3:00 PM

Library Student Entry: Building 7 (front sliding doors)
- The student will enter the Library, building 7, via the front sliding doors.
- The front staff will monitor the number of students in the library, allowing a maximum of 4 students in the library at a time.
- The staff member will give each student entering the library a mask to wear if they don’t have one. Hand sanitizer will be provided at the front, as well.
- The student will approach the front desk and wait on the designated “Wait Here” sticker to be served. These stickers will be placed 6 feet apart.
- The front desk will have plexiglass windows between staff and student.
- Each staff member will follow campus rules and wear required PPE.
- Students will only be allowed in the Front Desk and copy machine area. They will not be allowed in any other parts of the Library.
- Staff will sanitize the frequently used surfaces on a periodic basis according to instructions from facilities.

Library Use
- Only the front desk, Add Value station, and front copy machines will be available to students.
- The North and South Wings of the Library, i.e. study spaces, computers, research desk, and book stacks will be roped off. Students will not be allowed to use these areas.
- The furniture in the library entrance will be removed so that students cannot linger.
- The door to the Pleneurethics Room will be locked and off limits to students

Textbook Reserves - students may check out books on reserve.
- Books on reserve will check out for one week.
- When books are returned, they will be quarantined for one week.
- Students may, alternatively, ask staff to photocopy a few pages of a book. They will need to use the Add Value station to make sure they have sufficient funds and/or to load more money into their account. Staff will assist them in making the photocopies in order to minimize contagion.
- Books that have only been handled by staff and scanned will not be quarantined and can be checked out/scanned by another student afterwards.

Books in other collections - students may check out books from the main stacks or another collection, like the AESL collection.
• Library staff will retrieve the book(s) that they need and check them out to the student for the normal check out period (usually 3 weeks).
• Returned books will quarantine for a week.
• If the student needs books in a certain subject area, but is unsure exactly what they need, the staff member and student can chat with a reference librarian using the online chat. The Librarian will let the staff member know if there are any specific books for the student in our collection. The staff member can, then, retrieve those books and check them out to the student.

Laptops
• Laptops will check out for the term.
• All returned laptops will be sanitized according to the college’s cleaning criteria.
• Calculators (1 week check out)
• USBs (1 week check out)

Staffing
Staff will include the following:
• One staff at the front door. This person will monitor the number of students in the library, ensuring that there are only 4 at a time. Upon entry, they will also provide masks to students that do not have them. We will follow the guidelines that campus safety gives us to do this.
• One staff at library front desk. This person will check items in/out.
• One to two staff in the back performing normal library functions and serving as backup to the front desk staff.

Restroom Process
• Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
• The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.

Library Exit (front sliding doors, building 7)
• Students will exit the library via the front sliding doors.
Appendix G: Information Commons - Building 16

Information Commons (IC) Summer Schedule:
Date Range: June 29 – September 10
Days of Week: Monday – Thursday 10am – 7:30pm

IC Student Pre-Entry Check-In Building 16
- Students call or email appointment requests in 1-hour blocks to be entered into a staff-shared file.
- Students arrive ten minutes before scheduled appointment
- Students enter Building 16 via doors closest to Parking Lot A (exit via opposite side doors).
- Students check in with staff member at screening table set up at entrance. This includes the following:
  - Health assessment confirmation
  - Health screening (if needed)
  - ThermoScan temperature (if needed)
  - Provision of PPE (if needed)
  - Directions to IC
- Once the student has met the requirements for screening and submitted for check-in, the student will receive a confirmation email, which will include a link for check-out.
- Access to the second and third floors of Building 16 will be restricted to students.

IC Room Use (Lab and Soft Seating)
- Proper PPE will be worn during all interactions
- Hand sanitizer will be provided in IC foyer
- Available seating and open workstations will be limited and spaced apart to maintain proper physical distancing.
- All students and faculty will maintain 6 feet distance from each other when possible.
- In support scenarios that necessitate more proximal distances, all safety precautions will be recognized.
- Maximum 5 occupants (students and staff) in IC Lab
- Maximum 5 occupants (students and staff) in IC soft seating and laptop space
- Both the lab and soft seating are student training and support spaces. These spaces are currently not available for faculty office hours or tutoring support.

Staffing:
- Check in table will be staffed by part time, non-work study staff, with the assistance of Patti Hermoso
- Full time and work study students provide phone support and assist students as needed.
- Full-time staff to be in Info Commons from 8am-8pm with staggered shifts
  - Aaron Tran: 8am - 6pm
  - Aaron Foelsch: 10am - 8pm

Appointments & Cleaning:
- Workstations will be sanitized by custodial staff between uses
• Appointment schedule includes regular intervals for deep cleaning throughout the day. Custodial staff will clean and sanitize the touch points and other areas that require sanitization. No students will be in the IC during these times.

• **Cleaning Schedule:**
  - 12pm - 12:30pm
  - 2:30pm - 3pm
  - 5pm - 5:30pm
  - 7:30pm – 8pm

**Restroom Process**
- Only one rest room will be available for students, in 16-1 outside of IC
- The student will wash their hands using soap and water for a minimum of 20 seconds before returning to the IC.

**IC Exit (North Side Entrance)**
- Students will dispose of non-reusable PPE in appropriate waste receptacles
- Students will exit Building 16 via the north side entrance (opposite the check in entrance)
Appendix H: Workforce and BEdA – Building 19

**Summer Schedule**

**Date Range:** July 14 – August 20  
**Days of Week:** Tuesday, Thursday 10:00 AM-4:00 PM  
Wednesday 10 AM – 7 PM

- This schedule will start with only one day a week – Wednesdays and only expand to T/Th if there is demand at peak times of the quarter.
- This will be limited to appointment only, not broadly advertised – no drop-in.

**Workforce/BEdA student entry: Building 19 (East entrance outside M Lot)**

- The student will enter building 19, via the EAST entrance.
- Check in table with PPE and spot Check in sheet and copy of Health Screening form in various languages will be in vestibule
  - The staff member will check in individuals with appointments (no more than 4 at a time) confirm wearing a mask and if not will give them a mask to wear. Hand sanitizer will be provided at the front, as well.
  - The student will approach the front desk and wait on the designated “Wait Here” sticker to be served. These stickers will be placed 6 feet apart.
  - Student will be escorted to room 26 or 28 for apt.
  - Each staff member will follow campus rules and wear required PPE.
  - Students will only be allowed in rooms 26 and 28, access to the rest of building 19 except bathroom will be blocked.
  - Students having appointments with both BEdA and Workforce Navigators will be coordinated utilizing classroom exterior doors to minimize bottlenecks.
  - Staff will sanitize computer surfaces between appointments according to instructions from facilities.
  - Facilities has a scheduled cleaning rotation for high touch points in building 19.

**Staffing- There will be 1-3 staff members in building as needed for appointments. They will be in separate spaces.**

Staff will include the following:

- One Workforce Navigator or BEdA staff at front door. This person will monitor student entry and exit, provide masks and follow the guidelines that campus safety provided.
- One Workforce or BEdA Navigator will be in classroom for meeting/appointment.

**Restroom Process (19-South)**

- Access to restrooms in 19-south will be available, with hall beyond blocked.
- Only one person at a time will be allowed to use the restroom. Signs will be placed on the student bathrooms informing students of this.
The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.

**Workforce BEdA Exit (19-East)**
- Appointments will be staggered so exiting/entering students do not bottleneck at 19-East
Appendix I: MARC Rental Calculator Return Plan

Calculator Return Procedures

- Email and/or call all students with calculators currently out to let them know that we will be collecting them. We will provide instructions and/or give the option of keeping the calculator to use for summer and/or fall quarters.
- The MARC will remind Security on Monday 6/17 that we will need 2 sandwich boards signs with messages on both sides for “Rental Calculator Drop-off location”.
- Calculator collection times will be Tue and Thurs after finals (6/16 and 6/18) from 9:30am – 2:45pm.
- 9am - Two MARC staff members will go through the new on-campus check in procedures with Public Safety. Both Staff have their own masks and the MARC has gloves for use.
- 9:00am - 9:30am – Setup area in parking lot M (next to the MARC) for drop offs.
  - Box will be placed on top of a table at the end of the concrete stairs sidewalk.
  - Staff chairs will be placed more than 6 feet behind this table and 6 feet away from each other.
  - One staff member will have a checklist of the calculators that are currently out and who they are checked out to.
9:30am – 2:45pm. Drop off open
  o Have students drive up to the end of the concrete sidewalk.
  o We will ask the number of the calculator and the name of the student and check it off our list.
  o We will then ask that the student place the calculator in the box.
  o We will tell students we will email them a receipt of return within a week and to contact us if we don’t to ensure that we have recorded that it has been returned.

2:45pm-3pm – Move boxes of calculators and other items back into the MARC.
  o Leave calculators in the boxes in our center to be cleaned (with disinfectant and paper towels) a few weeks later after any germs on them have died.
Appendix J: Allied Health Lab/Simulation Rooms Preventative Measures

Lab skills will be done using physical distancing with the exception of a limited number of specific skills that require close contact or close proximity of an instructor to review a skill for evaluation, such as IV insertion, simulations, and ACLS codes.

- In these situations, the skill will be modified to provide as much space as possible between team members. ACLS codes will be shortened, the number of team members will be reduced to minimize contact time, and simulation screens will be used between the student and the instructor during the skills evaluation.

Labs will be reorganized to provide individual student designated patient care areas outlined with industrial floor tape to provide a minimum of 6 feet between students at all times.

- ICU bed, headwall with oxygen/air/suction, bedside table will be utilized.
- Visitor chair and additional overbed table will be used for taking notes.
- Curtains/dividers will be used between areas when possible.
- Increased air movement through ventilation system and/or placement of fans will be added as needed and recommended by the DOH.
- Equipment/supplies required for lab exercises will be stocked in individual student areas and made available by lab staff/faculty following physical distancing guidelines. Students will not be allowed in the general or large supply rooms.

Respiratory Care students will stay in their stations the entire period each day and rotate stations on different days to work on: ventilator walk-through sheets, cases, and simulations.

Debriefing/viewing of on-going simulations

- Individual student designated areas in lab will be used for debriefing when possible; what can’t be done via physical distancing will be done via zoom meetings.
  - The main screen in lab is able to play live/recorded simulations when needed.
Appendix K: Nursing/Respiratory Care Plan– Building 13

Proposed Start: June 29th - August 13th

Nursing Summer Schedule
NURS 260 Make up day

July 13th 0900-1200, 13-349/350 (3 students + instructor)

NURS 228 Simulation Class

- All 8 students will attend the on campus class in the Sim Center or classroom
  - Dates:
    - Section 1-0830-1220 6/30, 7/1, 7/6, 7/7, 7/8
    - Section 2-1300-1650 6/30, 7/1, 7/6, 7/7, 7/8
    - Section 3-1730-2130 6/30, 7/1, 7/6, 7/7, 7/8
- Students when arriving will be directed to the assigned location in either the sim center or 13-349/350 where they will perform hand hygiene and apply designated PPE required for the specific activity designated.
- The faculty will conduct pre-briefing for the students that are in the simulation center with the students in 13-349/350 viewing remotely. Total time estimated is 50 minutes
- Once pre-briefing has been completed the instructor will have the student leave coat/water bottle/food on their assigned chair/station.
- Students will then go to their designated simulation station
- Student locations:
  - Control Room: 1 student and 2 staff members
  - Sim Center-main: 4 students in the simulation center with 1 faculty/staff member
    - Using beds 6, 4, 3.
    - There will be no linen on the beds to allow for easier wipe down of the bed.
- The simulations will run up to 60 minutes.
- When completed, all students will be directed to the handwashing station and then back to their assigned station, 1 students at a time.
- The faculty will follow after doing their handwashing.
- Debriefing will occur in groups of 5 or less with students at their assigned stations and additional students viewing remotely. Total Time estimated is 50 minutes
- The staff will be provided 30-45 minutes to wipe down all the equipment in the computer station and the simulation spaces during this time.
- The process will be repeated with student switching locations.
- One student at a time will be allowed to use the restroom as per phase I

NURS 227 Level 5 simulation:
Week 1

Four students at a time will attend the on campus class

- Section 1: 6/29 13-349/350 1300-1800
- Section 2: 6/29 Sim Lab 1300-1800
- Section 3: 6/29 13-365 1300-1600-1800
- Section 4: 7/1 13-365 1300-1800

Week 2

Section 2 and 4 will have four students at a time will attend the on campus class

Section 1 and 3 will run with 6 students

- Section 1: 7/9 Sim Center 1300-1800
- Section 2: 7/6 365 1300-1800
- Section 3: 7/9 Sim Center 0730-1230
- Section 4: 7/8 13-365 1300-1800

Week 3-8

- Section 1: Thursdays- Sim Center and 13-349/350 1300-1800
- Section 2: Mondays- Sim Center and 13-349/350 1300-1800
- Section 3: Thursdays- Sim Center and 13-349/350 0730-1230
- Section 4: Wednesdays Sim Center and 13-349/350 1300-1800

- All 8 students will attend the on campus class, except weeks 1 and 2, where only ½ the group will be attending
- Students when arriving will be directed to the assigned location in either the sim center or 13-349/350 where they will perform hand hygiene and apply designated PPE required
- The faculty will conduct pre-briefing for the students that are in the simulation center with the students in 13-349/350 viewing remotely. Total time estimated is 50 minutes
- Once pre-briefing has been completed the instructor will have the student leave coat/water bottle/food on their assigned chair/station.
- Students will then go to their designated simulation stations
- Student locations:
  - Control Room: 1 student and 2 staff members
  - Sim Center-main: 4 students in the simulation center with 1 faculty/staff member
    - Using beds 6, 4, 3 and 1 as needed.
There will be no linen on the beds to allow for easier wipe down of the bed.

- The simulations will run up to 60 minutes.
- When completed, all students will be directed to the handwashing station and then back to their assigned station, 1 student at a time.
- The faculty will follow after doing their handwashing.
- Debriefing will occur in groups of 5 or less with students at their assigned stations and additional students viewing remotely. Total Time estimated is 50 minutes
- The staff will be provided 30-45 minutes to wipe down all the equipment in the computer station and the simulation spaces during this time.
- The process will be repeated with student switching locations.
- One student at a time will be allowed to use the restroom as per phase I

**Respiratory Care Summer Schedule**

**Option 1: Students would attend lab 2 hours (1 Day) a week:**
(12 hours of instruction/Student)

Proposed Times:

**Week 1 (6/29 – 7/2)**
- Mondays & Wednesdays
  - Group 1: 7:30 AM to 9:00 AM
  - Group 2: 10 AM to 11:30 AM
  - Group 3: 11:30 – 12:30

**Week 2 (7/6 – 7/9)**
- Mondays & Wednesdays
  - Group 1: 7:30 AM to 9:00 AM
  - Group 2: 10 AM to 11:30 AM

**Week 3 (7/13 – 7/16)**
- Mondays & Wednesdays
  - Group 1: 7:30 AM to 9:00 AM
  - Group 2: 10 AM to 11:30 AM
  - Group 3: 11:30 – 12:30

**Week 4 (7/20 – 7/23)**
- Mondays & Wednesdays
  - Group 1: 7:30 AM to 9:00 AM
  - Group 2: 10 AM to 11:30 AM

**Week 5 (7/27 – 7/30)**
• Mondays & Wednesdays
  o Group 1: 7:30 AM to 9:00 AM
  o Group 2: 10 AM to 11:30 AM
  o Group 3: 11:30 – 12:30

**Week 6 (8/3 – 8/6)**
• Mondays & Wednesdays
  o Group 1: 7:30 AM to 9:00 AM
  o Group 2: 10 AM to 11:30 AM

**Week 7 (8/10 – 8/13)**
• Monday only
  o Group 1: 7:30 AM to 9:00 AM
  o Group 2: 10 AM to 11:30 AM

Each student would be assigned a patient station in 13-245 (respiratory lab)

Students would stay in their stations, the entire period and work on:
  o ventilator walk-through sheets
  o Cases
  o Simulation

Students will rotate stations on a different day.

**Nursing/Respiratory Care Student Pre-entry**

**Faculty Training:**

Before students enter the building, each faculty will do a walk through with the Simulation Technologist before classes start. Each faculty will spend a substantial portion of the first class portion orienting students to the procedures.

**Student Pre-entry**

Check-in and health screenings will be done at Building 10 check in station. The check in staff will have a list of students/faculty that have completed the pre-check. If not on the list then the student will not be able to participate.

Student/faculty/staff will use appropriate PPE (mask).

  • Disposable or cloth masks will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face mask to campus.

Student/faculty/staff will complete hand hygiene at the check in station
Student/faculty/staff will complete a second Health Screening to re-acknowledge health questions and verify that they have completed the Safety Training, followed by a temperature scan and documented on their online health screen.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for lab and medical follow-up would be recommended per DOH guidelines.
  - The student could return following the CDC guidelines for “How to discontinue home isolation”.
  - If after reviewing, the answer was no, then the student/faculty/staff would attend lab as planned.
- A temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their lab would be rescheduled.
  - The student could return following the CDC guidelines for “How to discontinue home isolation”.

Prior to entering the building students will be instructed not to gather in social areas of buildings and to maintain 6’ (or more) physical distancing. Students will be encouraged to stay in their vehicles until it’s time to come into class/lab.

**Student Entry in Class/lab Building**

Upon entry, students will do hand hygiene before going up stairwell. Masks are required prior to this point.

- Every Student will be required to use the hand-wash station for a minimum of 20 seconds using DOH/CDC guidelines and be checked-off by faculty/staff once entering the labs
- PPE Station – Additional PPEs will be handed out to students and made available in each room, according to the defined program requirements in DOH/OSHA guidelines for medium exposure risk 6
  - Masks: Required
  - Eye Protection/Face Mask and Isolation gowns: Will be used for any specific skills where these are commonly used or when in close contact (< 6’) with other students/faculty/staff. No planned close contact for summer 2020.

**Nursing/Respiratory Care Exit (East Entrance)**

Upon completion of lab, students will be dismissed one at a time.

- An area will be designated for students to remove disposable PPE and wash hands for minimum 20 seconds.
- This area will clearly be marked with signage and open garbage containers will be provided for disposable PPEs.
- Students will log out before exiting using the online Health Screening form.
- Face masks will be required to be kept on until exiting the building.
Appendix L: EMS – Building 13

EMS Summer Schedule

Proposed Range: June 29th – August 21

Days of Week:
- Tuesday 9am-1pm
- Wednesday 1pm-5pm & 6pm-10pm
- Thursday 6pm-10pm
(Weeks 2, 4, 6, & 8)

Students would attend lab 3 hours (1 Day) a week:
Students split into 4 groups.
- Group 1 (5 students): Tuesdays from 8:00 AM to 11:00 AM
- Group 2 (5 students): Tuesdays from 12:00 PM to 3:00 PM
- Group 3 (5 students): Wednesdays from 8:00 AM to 11:00 AM
- Group 4 (4 students): Wednesdays from 12:00 PM to 3:00 PM

Each student would be assigned a station in one of the identified rooms.

Students would stay in their stations, the entire period and work on:
- Simulated patient encounters required for minimum competency by accreditation
- Psychomotor skills required for minimum competency by accreditation and on certification testing
- Psychomotor skills testing recommended by the National Registry of EMT’s and accreditation for course completion.

Students will rotate stations on a different day.

EMS/EMT Student Pre-entry: Check-in Building 14

- The area outside of Building 14 will be designed for health check questions and temperature scanning.
- Faculty/staff would use appropriate PPE and physical distancing (eye protection, mask).
- Disposable masks would be provided upon entering the health check area for anyone without a personal mask. Students/faculty/staff would be encouraged to wear a personal cloth mask to campus. ³
- Health check questions would be asked followed by temperature scan (scanner does not touch forehead).
- If “YES” was answered to any question
  - Student/faculty/staff would be sent home and rescheduled for lab. In addition, medical follow-up would be encouraged per DOH guidelines.¹
  - Students/Faculty/Staff could return following the CDC guidelines for “How to discontinue home isolation.”²
Note: Prior to entering the room, students will be instructed not to gather in social areas of building 13 and to maintain 6’ (or more) physical distancing. Students will be encouraged to stay in their vehicles until it’s time to come into lab. This will be strictly enforced.

EMS/EMT Student Entry: Building 13
Students will enter building 13 from the first floor, west stairwell entrance. Only one student may proceed down the stairs at a time. Students will continue to the designated hand hygiene restroom 13-20 on the lower level, immediately adjacent to the Sonography lab.
- The door will be propped open and both paper towels and disinfecting wipes will be available.
- Students will wash their hands for a minimum of 20 seconds and dry with paper towels. The use of wall mounted hand dryers will not be permitted.

Area designated for handwashing & Additional PPE
(note: Masks are required prior to this point)
- Hand washing station – In EMS Lab 13-28
  - Minimum 20 second hand-wash using DOH/CDC guidelines and check-off by faculty/staff
- PPE Station – Requirements based on DOH/OSHA guidelines for medium exposure risk
  - Gloves: Required
  - Eye Protection: required
  - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6’) with other students/faculty/Staff

Room Use (EMS/EMT Lab) Building 13-25 and 13-28
These rooms would be reorganized to provide:

- Students will be limited per room so as physical distancing is in place at a distance of 6’. There will only be one instructor per room.
- Tables and Chairs arranged to create a physically distanced working area for each student and instructor in the room.
- Instructors will arrive early enough to set up mannequins in student stations. No human actors will be used as simulated patients.
- Increased air movement through HEPA filtering systems as recommended by DOH
- Equipment/supplies required for lab exercises will be stocked in student area (students will not be allowed in the general or large supply rooms)

Lab skills will be done using physical spacing with no exceptions. If station rotations are required, instructors will rotate to stations, but this should be avoided whenever possible. Students will stay in the lab. (Note: Students will not be working closely with students. Each student will be assigned a patient station and will be working > 6’ apart from other students)
Debriefing of simulations

- What can’t be done via physical distancing will be done via Zoom meetings

**EMS/EMT Exit (West Mildred Doors)**
Once the lab session is complete, students will use the appropriate disinfecting wipes to clean their machines, probes, gurneys and any other areas they had contact with. Once complete, they will proceed to the exit side of the lab, doff their gloves, continue to the designated restroom, perform hand hygiene, don gloves and exit the building through the main West Mildred doors.

- Students will be dismissed one at a time.
- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Cloth mask kept on until exit the building)
- Open garbage container for disposable PPE

**Lockers**

- Students will not be allowed to bring items with them that cannot be kept on their person during lab.
- Students will not be allowed to access lockers. All required materials will be provided.

**EMS/EMT Restrooms (Adjacent to Radiology Lab 13-17)**

- Students will go to the restroom one at a time.
- Cleaning wipes will be available to wipe down restroom prior to use.
- Upon returning to lab, students will enter through the designated area, wash hands and put on required PPE.

**Equipment needed:**

- S, M, L, and XL exam gloves (3 boxes of each)
- Face masks – disposable masks for those students/faculty without personal masks
- Paper bags for mask storage
- Sufficient containers of Quaternary-alcohol germicidal sani-clots or similar. Cavicide spray currently stocked in the EMS lab would also meet this need.
- Portable hand-gel stations (1 for each entrance/exit)
- Eye protection to be issued to students who do not have personal eye protection
Appendix M: DMS – Building 13

DMS Summer Schedule

Proposed Start: June 29th - August 13th
Days of Week: Monday – Thursday (varied by week)

Student/Instructor Scheduling

There will be no greater than ten individuals in the laboratory at one time to ensure social distancing. Up to four students, four guests and two faculty members will be the maximum allowed. Student scheduling will be facilitated by an online shared document. See below for week 1 schedule.

Monday, 6/29:  10:00AM-12:00PM, 1:00-3:00PM, 4:00-6:00PM
Tuesday, 6/30:  10:00AM-12:00PM, 4:00-6:00PM
Wednesday, 7/1:  10:00AM-12:00PM, 4:00-6:00PM

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or Covid-19) and
- Has not been tested for the flu or Covid-19 and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has been tested for flu and/or Covid-19)
- Has not traveled outside Washington, Oregon and Idaho without a 14-day quarantine.

Student Requirements

Students will complete TCC’s COVID-19 Allied Health Student Canvas Course prior to participating in lab and will be required to complete it weekly thereafter. Students must complete the pre-screening and exit process each time they attend lab. Students must provide the following information during the pre-screening and exit process:

- SID and DOB
- Confirm training on social distancing was completed
- Agree to adhere to social distancing policies
- Body temperature (this will be performed at the pre-screening station at building 14)
- Visited locations on campus
- Individuals interacted with on campus

Day Prior to Lab Questionnaire

The day prior to the student participating in lab, they must complete step one of the health check screening online form. Students will receive an email after completion of the questionnaire with a link for the next step in the process, “check-in”.
Check In Questionnaire

Students will arrive to campus 30 minutes prior to their lab start time wearing an approved mask and check in using the link provided in the response email. You can also approach an entrance and scan the QR code on the door signs.

Once the check in questionnaire is complete, students will go to the Security Pre-Screening Station at the entrance of building 14. Here there will be a verbal acknowledgement of answers to the prior questions and students will obtain their own temperatures with medical grade equipment that will be decontaminated between users. Students will also receive gloves to wear until they complete their hand hygiene prior to lab participation and will maintain social distancing of greater than 6 feet. Students not completing the entry questionnaire will not be allowed to participate in future lab.

Students will receive an email after completion of the questionnaire with a link for the next step in the process, “exit-survey.”

If “Yes” was answered to any question in the questionnaires, the program director, lab faculty or supervisor will contact you to reschedule lab and a medical follow-up would be encouraged per DOH guidelines. The student will not be penalized for inability to attend the program session due to a “yes” answer. If all responses are “No”, students are approved to attend lab.

Entering Building 13

Students will enter building 13 from the first floor, west stairwell entrance. Only one student may proceed down the stairs at a time. Students will continue to the designated hand hygiene restroom on the lower level. The door will be propped open and both paper towels and disinfecting wipes will be available. Students will wash their hands for a minimum of 20 seconds and dry with paper towels. The use of wall mounted hand dryers will not be permitted.

Entering 13-23 DMS Lab

Once hand hygiene is performed, students will proceed to the “entry” side of the lab which will be partitioned off from the “exit” side by a physical barrier. Students will don gloves and walk directly to their scanning bay. Scanning bays will be separated with hospital curtains to maintain appropriate social distancing.

Restroom Process

Students needing to use the restroom will use the in-lab restroom only and notify the instructor to ensure there will be no crowding to allow for social distancing. The restroom will have both paper towels and disinfecting wipes. The student will then proceed out the “exit” side of the lab, perform hand hygiene in the designated restroom, return to the lab, don gloves and proceed back to their scan bay.

Exiting 13-23 DMS Lab
Once the lab session is complete, students will use the appropriate disinfecting wipes to clean their machines, probes, gurneys and any other areas they had contact with. Once complete, they will proceed to the exit side of the lab, doff their gloves, continue to the designated restroom, perform hand hygiene, don gloves and exit the building through the main West Mildred doors.

Several areas of the building and campus will be inaccessible due to physical barriers. Student not complying with these or the above policies will be removed from lab and not able to return possibly resulting in failure of the program.

**Exit Survey**
Students will complete the exit questionnaire using the link contained within their check in confirmation email. Students must answer questions related to their location on campus and individuals they interacted with. Students not completing the exit questionnaire will not be allowed to participate in future labs.

**Guest Policy**
Students may bring guests into the lab to be scanned but they must be directly isolating with that person. They must also provide their guest with a copy of the check-in questionnaire to be turned into campus security at the Building 14 Pre-Screening Station. Any “Yes” responses will result in that individual not being admitted to campus.

Aside from using the restroom, student guests are not allowed to go into areas or interact with individuals without their student sponsor or lab instructor. Guests will also be required to adhere to mask wearing, hand hygiene and social distancing requirements. Guests not complying with these or the above policies will be removed from lab.

**Scan Model Policy**
Students wishing to utilize the scanning models must communicate their request to their instructor prior to the day of the lab. The model will be provided to the student in the scan bay before the student arrives to campus and must be kept within that scan bay until the end of lab. Once appropriately decontaminated by the student, the lab instructor will decontaminate it a second time and place in the appropriate storage area. Students will be unable to remove models from the storage area.

**Lab Preparations**
Barrier method infection prevention and social distancing of 6 feet between students will be adhered to at all times. Gloves and approved mask will be required at all times including entering the building, entering the lab and in any shared hallways/spaces. A table of PPE supplies will be located within the entrance to room 13-23 where donning will occur and outside the restroom designated for hand hygiene. Isolation gowns will also be available for those requesting it.
Use of physical boundaries and floor markings indicating entry and exit points will ensure social distancing requirements are followed. Scanning bays will be pre-stocked with necessary scanning supplies to reduce unnecessary foot traffic.

All non-essential equipment/supplies will be removed from the scanning bays including tables and chairs. Students will be unable to access any furniture, desktops, countertops and supply areas and must remain in their scan bay or the restroom unless entering/exiting the building.

Signage related to PPE donning/doffing, handwashing and decontamination processes will be hung in the appropriate areas.

Facilities/Security Considerations
Both facilities and security will be notified weekly of the lab activity schedule to ensure screening and decontamination processes are available. Cordoned off areas, flow of student traffic, decontamination processes, laboratory waste disposal and signage will be completed and maintained by their staff.

Ultrasound equipment COVID-19 decontamination policies outlined by the American Institute of Ultrasound in Medicine can be found here-
https://www.aium.org/officialStatements/57

Workplace COVID-19 decontamination policies outlined by the Center for Disease Control can be found here-
References/Additional Information

1 Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

2 How to Discontinue Home Isolation

3 Face Cloth Coverings
   The DOH recommends cloth face coverings when in public settings where maintaining 6 feet of
distance from others is not possible.
   Guidance on Cloth Face Coverings from the Washington State Department of Health

4 Temperature 100.4 or higher
   Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic

5 Hand washing
   Covid-19 Handwashing PSA (CDC) https://www.youtube.com/watch?v=7n4NBkxg2RQ

6 Medium Exposure Risk
   The DOH recommends OSHA 3990-03-2020 Guidance on Preparing Workplaces for COVID-19 for
information on the type of PPE that should be provided.

There are 4 classifications: Very high exposure risk, high exposure risk, medium exposure risk and
lower exposure risk.

Very high exposure risk: healthcare workers performing aerosol-generating procedures, those
collecting or handling specimens from known or suspected COVID-19 patients, morgue workers
performing autopsies on bodies of people who are known to have or suspected of having COVID-19
at time of death.

High exposure risk: Healthcare delivery and support staff exposed to known or expected COVID-19
patients, medical transport workers, mortuary workers involved in preparing the bodies of suspected
or known COVID-19 patients at the time of death.

Medium exposure risk: Require frequent and/or close contact with (i.e. within 6 feet of) people who
may be infected with SARS-CoV-2, but who are not known or suspected COVID-19. In areas where
there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

PPE recommendation for Medium exposure risk: may need to wear some combination of gloves, a gown, a facemask, and/or a face shield or goggles. This will vary by work task. In a rare situation that would require use of respirators (N95).

**Low exposure risk:** do not require contact with people know to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e. within 6 feet) of the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Note: we are in an area with ongoing community transmission and are to assume those we come into contact may have COVID-19 so this exposure risk was not designated.

PPE recommendations: PPE is not recommended for workers in the lower exposure risk group. They should continue to use PPE, if any, that they would normally. *exception is the cloth masks now being recommended for in public, especially if less than 6 feet cannot be maintained.

2020 Guidance on Preparing Workplaces for COVID-19

7 **Industrial Tape**

Blue painters’ tape could be used for temporary identification of individual student lab areas, issues with this will be the need for continuous check for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas should also be considered.

8 **Fans**

Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic

9 **Cleaning**

Cleaning and Disinfecting Your Facility