

COVID-19 Exposure Control, Mitigation,
and Recovery Plan (CECMR)
Spring Quarter



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 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 will address COVID-19 safety trainings; on-site physical distancing; symptom monitoring and reporting; exposure response procedures; hand 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.

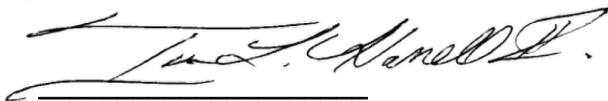
Notification

During all activities, The CECMR will be posted on the college's website and 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, Dr. Ivan Harrell II, certify that this **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR)** for Spring 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

3/29/21

Date



COVID-19 Exposure Control, Mitigation, and Recovery Plan
(CECMR), March 2021

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COVID-19 Exposure Control, Mitigation, and Recovery Plan
(CECMR), March 2021

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 and departments are added 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 on-campus program/department as more programs and departments become added. More than one designee may be assigned to each authorized on-campus program/department to ensure proper coverage and for scheduling flexibility.

Listing of all Program/Department Designees can be found in (APPENDIX A).

Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized on-campus 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)

A Safety training will be administered online through Canvas which covers the CECMR, the preventative measures in place, and rights and responsibilities of the employee or student. This training must be completed by all faculty, staff, and students enrolled in an authorized on-campus 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, facial coverings, 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 COLVID-19 Supervisor for immediate corrective action. The Spot check log can be found in (APPENDIX B).

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-foot separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all faculty, staff, and students performing those activities prior to commencing and the appropriate PPE and other appropriate engineering controls will be determined and implemented prior to activity commencement.

Choke Points and High-Risk

Areas have been identified at all locations where employees 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.

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 instructional cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks and lunches will be taken in separate locations or in shifts.
- Students in instructional programs 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 will be 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 instructional cohorts and/or employee shifts.

Personal Protective Equipment (PPE) (9-10)

Personal protective equipment (PPE) such as gloves, goggles, and face coverings as appropriate will be required for the activity being performed. Employee and Student training on the proper use of PPE will be provided as part of the specific COVID-19 program training. **See Face Covering guidelines in APPENDIX H.**

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 (19-26) (ADSV-625)

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 (APPENDIX F).

Eligibility to be On-campus

- All faculty, staff, and students must adhere to TCC's campus eligibility, health monitoring, face covering, and reporting procedures, **regardless of if they have been fully vaccinated.**
- Any faculty, staff, or student who is asymptomatic (shows no signs of the flu, cough, GI symptoms or other Covid-19 related symptoms).
- 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 tested positive for influenza or COVID-19).
- Has not traveled outside of Washington, or **has** traveled outside of Washington **and** meets the following requirements per CDC guidelines:
 - Get tested upon return and quarantine for 7 days.
 - If you don't get tested, quarantine for 10 days.
 - This applies to those who are vaccinated and not. This is required to resume activities on-campus.

All faculty and staff who do not believe it is safe to work are required to work with their supervisor on a case-by-case basis for alternative work options. The college will ensure that the expanded family and medical leave requirements included in the Families First Coronavirus Response Act are followed and 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.

- All faculty, staff, and students must inform their supervisors/instructors if they have traveled outside of Washington and have not self-quarantined for 14 days upon return.

COVID-19 Reporting and Communication Protocol

If a faculty, staff, or student develops symptoms of acute respiratory illness, are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

If symptoms develop while they are not working, the faculty, staff, or student are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

In the event that a faculty, staff, or student has been confirmed positive with COVID-19, or who has been diagnosed as a possibly COVID-19 infection but not yet confirmed, or has reported primary or secondary contact with an infected person, or who lives with someone who has had primary contact exposure to COVID-19, are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

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 and follow the Reporting and Communication Protocol in APPENDIX G.

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 the day prior to arrival. An Online Health Screening email will be sent to students, faculty and staff for self-screening. (APPENDIX F)

- If “YES” was answered to any question,
 - The student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

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

- **Protocols to work on-campus for one-day visits**
 - Vice President approval is required for all employees to work on campus for one-day visits. Staff who have been approved to enter campus must go through the health screening requirements.
- **Limited Staff and faculty are allowed to work on campus on an ongoing basis**

According to the Higher Education Re-Opening plan, institutions are allowed to have a limited number of employees to work on campus.

In this document, in the Appendix section, is a list of approved instructional programs and departments, including approved times and days of the week. Each section also highlights the departments' and instructional programs' safety protocols.

- **For approved on-campus instructional programs:** Please refer to the individual appendices by program for allowable times and days to be on campus. Feasible instructional preparation time has been built in with up to two hours before and after class times. The approved prep times listed on each appendix do not require further approval or reservation. Any additional time on campus outside these hours will require reservation and approval.
- **For approved on-campus departments:** Please refer to the individual appendices by department for allowable times and days to be on campus. For example, APPENDIX N outlines Enrollment Services and its plan, which includes the hours, days, and employees who are allowed in Building 7 during those specific times.
- **For all remote instructional faculty/staff preparation:** Campus visits will be permitted during non-peak hours with limited availability per building. The reserving process for these visits will be scheduled through 25live.

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 A).

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 which will be documented on their online health screen. Wrist bands will be issued for each day of check-in.

- 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 would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

- The faculty or staff student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

Facial coverings must be worn by every employee, student, and visitor when not working alone (with no chance of human interaction) at all times. **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.**

- Disposable masks will be provided upon entering the check-in area for anyone without a personal face covering. Employees are required to wear facial coverings and will be encouraged to bring their own personal face covering to campus.³

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, health screenings, and issuing of wrist bands 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 (face covering).

- 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 covering to campus.³

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 would be rescheduled for lab and encouraged to seek medical attention and inform their supervisor, program faculty, or make a report on the COVID-19 reporting form and follow the Reporting and Communication Protocol in APPENDIX G.
 - The student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
 - If after reviewing, the answer was no, then the student would attend lab as planned.

- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their lab will be rescheduled.
 - The student will be encouraged to seek medical attention and inform their supervisor, program faculty, or make a report on the COVID-19 reporting form and follow the Reporting and Communication Protocol in APPENDIX G.
 - The student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

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: Face Coverings 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 guidelines⁵ 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.
 - Face Coverings: 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.

- Students will log out before exiting using the online Health Screening form.
- An area will be designated for students to remove disposable PPE and wash hands for minimum 20 seconds if required.
- This area will clearly be marked with signage and open garbage containers will be provided for disposable PPEs.
- Face coverings 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 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, and contractors must adhere to TCC's campus eligibility, health monitoring, face covering, and reporting procedures, **regardless of if they have been fully vaccinated.**

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 C).

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. Wrist bands will be issued for each day of check-in.

- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their lab will be rescheduled.
 - The visitor will be encouraged to seek medical attention and inform their supervisor program faculty, or college contact and follow the Reporting and Communication Protocol in APPENDIX G.
 - The visitor could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
- 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 visitor not working alone (with no chance of human interaction) at all times.** Disposable masks will be provided upon entering the health check area for anyone without one. **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.**
- Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location needed to perform their work.

Excluding Technology pickups, 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.*

IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in process with a Covid-19 designee.

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 class/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)⁹ 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 D).
 - Entry, Exit and Common Areas
 - Tables & Chairs
 - Lab Doors & Door Handles
 - Countertops & Sinks
 - Restrooms
 - Stairways
 - Elevators

- **Instructional Program Spaces**
(Program Faculty will disinfect all specialized instructional equipment. 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 closed and disinfected as soon as possible. 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 primary contact exposure has occurred on-campus in a current operating program or service location that has not been sanitized since known exposure or within the last 24 hours, the college will take the actions to decontaminate the building as identified in APPENDIX E.





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 and departments are added 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 on-campus program/department as more programs and departments are added. More than one designee may be assigned to each authorized on-campus program/department to ensure proper coverage and for scheduling flexibility.

Program/Department Specific Designees:

- Building 1 Facilities** – Pat Mathews
- Building 1 Custodial** – Colin Turner
- Building 2 Music**- Anne Lyman, John Falskow, Eric Stevens
- Building 3 Early Learning Center (ELC)** – Renee Hernandez-Greenfield, Tanya Losey, Angela Wheeler
- Building 5 Art**- Marit Berg, Kyle Dillehay, Rick Mahaffey
- Building 6 Testing Center**- Beth Davis
- Building 7 Enrollment Services**- Amber Brock, Colleen Spezia, Art Goodson, Keith Moore, Mary Knutson
- Building 7 Library/PC Lab** - Candice Watkins
- Building 7 Access Services**- Monica Olsson, Leigh Simon
- Building 11 Bookstore** – Sarah Lewandowski-Noble
- Building 12 Fresh Start** – Blaine Hunt, Stephanie Rock
- 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 14 Financial Aid/Veterans Services** – Kim Matison
- Building 14 Public Safety** – Misty Hadfield
- Building 15 Science** – Adrienne Scarcella, Ken Cushman, Kim Davidson
- Building 16 Info Commons** - Aaron Tran
- Building 18 IT** – Ben Bogaev
- Building 19 NAC** – Mary Stobie
- Building 19 Workforce/BEEdA**- Rebecca Jayasundara, Kelli Johnston
- Building 20 Athletics**- Jason Prenovost
- Gig Harbor Campus** – Olga Inglebritson
- Women’s Soccer** – Jill Green
- Men’s Soccer** - Jason Gjertsen
- Women’s Basketball** – Jenn Keyes, Lakeeshia Thomas, Princess Magadia
- Men’s Basketball** – Rachi Wortham, Tuner Cagle, Jason McLaughlin
- Volleyball** - Katlyn Mataya
- Baseball** – Ryan Mummert, Zach Miller

Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized on-campus program, and all employees upon arrival through the online check-in tool, perform temperature scan, complete health screen, verify online safety training was completed, and issue wristbands.
- 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, facial coverings, 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 B).

COVID-19 Safety Training (2-3)

A Safety training will be administered online through Canvas which covers 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 on-campus 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.

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 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 face coverings when not working alone (with no chance of human interaction) at all times.** All visitors, vendors, and contractors must adhere to TCC's campus eligibility, health monitoring, face covering, and reporting procedures, **regardless of if they have been fully vaccinated.**

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 C).

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. Wrist bands will be issued for each day of check-in.

- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their visit will be rescheduled.
 - The visitor will be encouraged to seek medical attention and inform their supervisor, program faculty, or college contact and follow the Reporting and Communication Protocol in APPENDIX G.
 - The visitor could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
- 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 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 (APPENDIX H).**
- Disposable masks will be provided upon entering the health check area for anyone without these items. **Visitors, vendors, and contractors must wear a personal face covering to be present on 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 (APPENDIX C).

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.*



IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in process with a Covid-19 designee.

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, facial coverings, 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.

Spot Check Log

Spot Check Form						
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.						
Date	Time	Building	Designee Name	Policy Compliance Maintained? Yes/No	If "No", provide details, to include participants' name(s)	If "No", was it reported to the COVID-19 Supervisor?

Appendix C: Visitor Log

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 face coverings when not working alone (with no chance of human interaction) 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.

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. Wrist bands will be issued for each day of check-in.

- 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 covering when not working alone (with no chance of human interaction) to be present on campus.** ³ **Refusal to wear a required face covering by any person will result in their immediate expulsion from 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.*

IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in with a Covid-19 designee.

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 D: Custodial Cleaning Standards and Training

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

Appendix E: Facilities Post-Exposure Recovery Plan

In the event of a confirmed +COVID-19 primary contact exposure has occurred on-campus in a current operating program or service location that had not been sanitized since known exposure or within the last 24 hours, the college will take the following actions to decontaminate the building.

This protocol will allow the facilities and 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. The following protocol will be used to recover a building in the case of a +COVID – 19 primary contact exposure prior to regular sanitation:

Engineering Controls

- Close off areas visited by the individual who was confirmed as positive Covid-19. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait at least 24 hours before beginning cleaning and disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19, will shorten the time it takes accumulated viral particles to be removed from the air.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Administrative Controls

- Restrict access to contaminated areas and post signage, only permitting access by essential personnel for up to 24 hours if possible. Allowing contamination to remain on non-porous surfaces during this time may permit potentially infectious viral particles to become non-infectious.

Custodial Controls

- Custodians will enter a space which has been contaminated by someone with COVID-19, after the 24 hour waiting period. During the waiting time, maximum mechanical and natural ventilation will have occurred. The cleaning process will take place with maximum ventilation: windows and doors open, wherever possible.
- The fewest possible number of custodians necessary to disinfect a contaminated space will be utilized, to minimize exposure.
- Custodians will not use cleaning procedures that could re-aerosolize infectious particles. That includes avoiding practices such as dry sweeping or use of high-pressure streams of cleaning chemicals.
- Due to OSHA’s categorization of “high risk” for custodians cleaning respiratory sections and mucus, PPE shall include full-body overalls, face-shields, gloves and masks. N95 respirators are not required for suspected fomite contagion. Face-shields and surgical masks will serve

the purpose of deterring custodians from touching lips, eyes or nose during the disinfection process.

- Custodians will clean non-porous surfaces, including the floor, with a general cleaner. Only then will the surface be disinfected. This is known as a two-step disinfection process. Tacoma Community College uses Oxivir disinfectant, which is on the approved EPA list of chemicals. The chemical will be mixed at one part, to sixty-four parts water. The disinfectant will be allowed a five minute exposure (visible wetness), before the surface is wiped dry. The disinfectant will be dispensed by trained custodians, into a clearly labelled spray-bottle. The chemical will not “mist” when sprayed, but will be sprayed as a jet onto a yellow microfiber cloth.
- The EPA does not rate disinfectants for porous surfaces, such as upholstery or carpets. Porous surfaces are less hospitable to viruses than hard, non-porous surfaces. One study has estimated the viral life-span on a porous surface, to be half that found on a hard surface. Generally, the novel coronavirus survives as an infectious entity for three days, on most plastics and metals, found in classrooms. Therefore, fomite risk from a porous surface should be gone by the time the 24 hour waiting period has elapsed. Visible staining from bodily fluid on a porous surface, will be treated the same way as any other blood-borne pathogen, using disinfectant and PPE.
- PPE will be disposed of in the trash, immediately after use. Doffing of PPE will adhere to training provided by management.
- Clean and sterilize the space.
 - Clean dirty surfaces before disinfecting them.
 - 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.
 - 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 1 custodian, 2.6 Hours per 1,000 square feet. Actual clean times will depend on number of custodial members used.
- Carpets will be deep-cleaned as follows:
 1. Remove all furniture out of the space, after the furniture has been disinfected.
 2. No vacuuming.
 3. Cold water poured into carpet-machine, mixed with shampoo chemical at normal ratio.
 4. No carpet fans running while room is occupied by custodians.

References:

<https://www.nytimes.com/2020/08/11/health/coronavirus-aerosols-indoors.html>

[https://www.thelancet.com/journals/lanres/article/PIIS2213-2600\(20\)30245-9/fulltext](https://www.thelancet.com/journals/lanres/article/PIIS2213-2600(20)30245-9/fulltext)

<https://www.osha.gov/SLTC/covid-19/environmental-services.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://hitechcleaningservices.com/carpets-upholstery-and-the-new-strain-of-coronavirus/>

Appendix F: Health Symptom Monitoring

Prior to Day of Daily Arrival

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

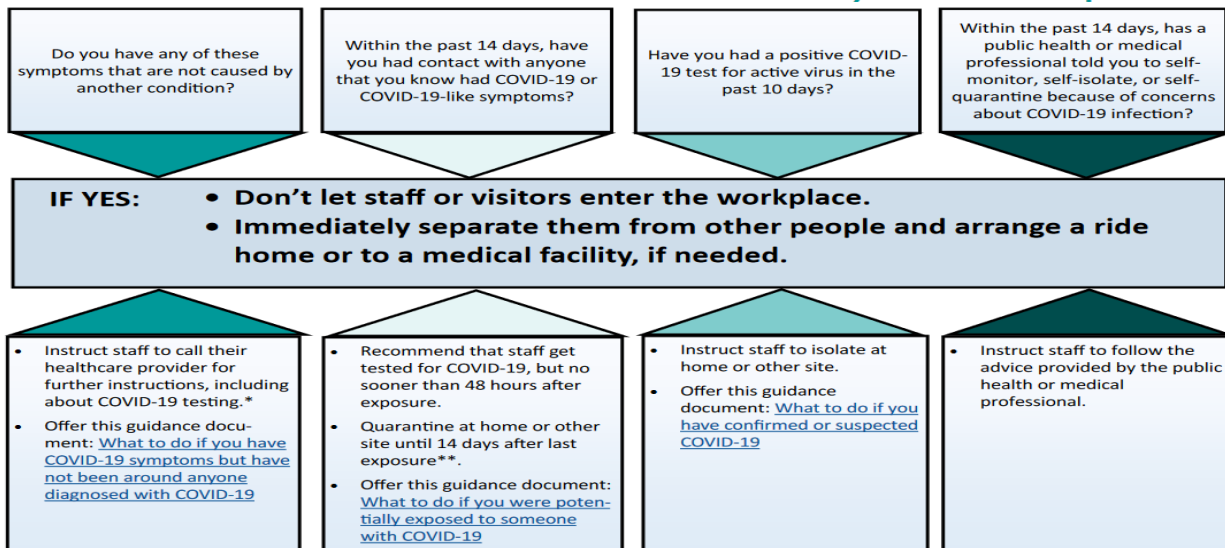
All faculty, staff, and students must complete the “Pre-Arrival” health screening the day prior to arrival.

Students, Faculty and Staff – Daily Check-in Procedures

Upon arrival to campus, Students, Faculty and staff will check in at their designated check-in area with the COVID-19 Program /Department Specific designee. At check-in, all Students, Faculty and Staff will complete the online “Check-in” health screening and be issued a wrist band to be worn for each day that they come to campus. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus.

- If “YES” was answered to any question, the faculty, staff or student will not be allowed to come to campus. Students, faculty, and staff would be rescheduled and could return following the Reporting and Communication Protocol in APPENDIX G. The program or department will follow the DOH recommendations for YES to questions as noted below:

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Students, Faculty and Staff – Daily Checkout Procedures

Before departing campus, students, Faculty, and Staff will complete the online “Check-out” health screening. This will ensure that Campus Public Safety will know that you have left the campus.

Appendix G: Reporting and Communication Protocol

There are protocols in place for students, staff and faculty to engage in limited on-campus activities as guided by WA Higher Ed Re-Opening Plan. These protocols primarily address safe work practices, such as sanitization, signage, health screening, PPE, recovery efforts and more. Based off these requirements, [TCC had created the COVID-19 Exposure Control, Mitigation, and Recovery Plan CECMR plan to operate safely during this pandemic.](#)

This is the Reporting and Communication Protocol for **communications** with a student, faculty, or staff member who:

- Entered the campus and has had contact with others; **and**
- have been diagnosed with Covid-19 or received a possible, not yet confirmed diagnoses within the 14-day period of contact on campus

This communication protocol outlines:

1. Guidelines about how to communicate to an individual if he/she/they have contracted Covid-19 and has had contact with others on campus within a 14-day period.
2. Guidelines to those who have been in primary contact with an individual who has contracted Covid-19.
3. Guidelines to those who have been in secondary contact with an individual who has contracted Covid-19.
4. Guidelines to communicate to campus community (staff, faculty and students) re: a Covid-19 community transmission event.
5. Guidelines with media relations.

Privacy

- All outbound email communication should be sent individually. It should not be sent in a group or in a group with a blind copy.
 - Do not copy other faculty or administrators in email communication to protect the privacy of the student.
- All communication will be conducted within FERPA guidelines. [The U.S. Department of Education in March released coronavirus guidelines for FERPA](#), the Family Educational Rights and Privacy Act, saying that schools could share coronavirus data as long as it does not give out personal information of students. Do not provide information that would identify the individual, such as gender, including pronouns, and age.
- All communication will respect the individual privacy to the highest level possible. Since HIPAA does not apply to higher education institutions and applies to health care organizations only, the college will follow the FERPA guidelines that do apply to the college.

Communication Protocol: Employee/Student tests a confirmed* positive and has had contact with others on campus**Student**

If a student tests positive for Covid-19 and has been on campus within 14 days, the student should alert their instructor. The instructor will alert the Case Manager by email to activate the Response Team to begin the contact tracing process and take the next steps.

Notification Flow:

Student -> Instructor -> Case Manager -> Response Team Member -> Primary Care Contact -> Student

Employee

If a staff member tests positive for Covid-19 and has been on campus within the 14 days of diagnosis, please alert your supervisor. The supervisor will alert the Case Manager by email to activate the Response Team to begin the contact tracing process and take the next steps.

Notification Flow:

Employee -> Supervisor -> Case Manager -> Response Team Member -> Supervisor > Human Resources-> Employee

Process for student, faculty or staff performed by Response team in collaboration with Primary Care Contact (information will flesh out communication)

- 1) **Request for medical confirmation***: This will help determine if TCC needs to conduct contact tracing and communication process. If confirmation is not immediately available, take precautions and begin contact tracing measures. Test results usually take 5-7 days, so precautionary measures will be taken and will follow notification/communication flow.
- 2) **Understand timeframe of exposure**: According to the CDC, once exposed, symptoms typically present within 2-14 days. It is important that we understand the date(s) the student or staff member was on campus when the exposure occurred.
- 3) **Direct self-quarantine**: Self-quarantine and/or monitoring of symptoms should take place for 14 days following exposure. Notification of exposure should take place immediately upon notification within this 14-day time period. For instance, if exposure happens on April 1, notification should occur between April 1 and April 15.
- 4) **Contact tracing begins**: Response Team, along with the supervisor/instructor shall request the student or employee to complete a contact tracing questionnaire that outlines possible close contacts at the worksite/instructional site for a minimum of 14 days, prior to the onset of symptoms.
 - a. Contact tracing documents shall be returned to the supervisor, instructor and/or Response Team. If contact tracing is unable to be completed by the staff/student due to onset of symptoms or other reasons, the Primary Care Contact (supervisor/instructor) shall submit the entire employee attendance list for the

worksite or the entire class attendees for the date of reported symptoms and the prior 14 days.

- 5) **HR will be notified** about all employee exposure incidents per the Response Team.
- 6) **Use communication template #1.**

Communication Protocol: To those who have been in primary contact with an individual who has contracted Covid-19

Student

Communication Flow:

Student -> Instructor -> Case Manager -> Response Team Member -> Instructor
->Student

Employee

Communication Flow:

Employee -> Supervisor -> Case Manager -> Response Team Member -> Supervisor
-> Human Resources -> Employee

Process for Response Team in collaboration with Primary Care Contact

- Define if the individual is a primary contact. Define if the individual is a secondary contact. The [CDC defines "close contact"](#) as "Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- If so, use communication template #2, and notify impact student(s)/employee(s).
- Ask employee/student to report back to Primary Care Contact (supervisor/instructor) about quarantine or Covid-19 results.
- If the amount of cases due to exposure begins to multiply based on one incident, the college will contact the Tacoma-Pierce County Health Department for notification and possible further investigative tactics.

Communication Protocol: To those who have been in secondary contact with an individual who has contracted Covid-19

Student

Communication Flow:

Instructor->Case Manager -> Response Team Member->Student(s)

Employee

Communication Flow:

Supervisor->Case Manager -> Response Team Member->Employee(s)

Process for Response Team in collaboration with Primary Care Contact

- Define if the individual is a secondary contact. The [CDC defines “close contact”](#) as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- This is a precautionary measure. According to the TPCHD, those “who have been in close contact with someone who was in contact with a confirmed COVID-19 case” have not been exposed.
Use communication template #3, and notify impact student(s)/employee(s).
- Ask employee/student to report back to Primary Care Contact about quarantine or Covid-19 results, if applicable.

Communication Protocol: When to communicate to campus community (staff, faculty and students) re: a Covid-19 event

Communication Flow:

Response Team Member(s)->Response Team Lead->Executive Sponsor ->President and Leadership Team->All Staff and Current Students

Process/Considerations:

- Response Team would recommend to College President if TCC faces an incident of multiple cases per one confirmed exposure or the significant potential of multi-confirmed cases. We must ensure the Covid-19 case is confirmed.
- Upon approval from the College President, Use Communication Template #4.

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.

Appendix H: Face Coverings

In order to help ensure the health and safety of the Tacoma Community College campus community and the public, face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety **must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Including:**

- Indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

This mandate applies to all TCC staff members (part-time and full-time), faculty (full-time and adjunct), students (full-time, part-time, student employees, and prospective students), campus visitors, and all other community members and is in effect until otherwise communicated by the college President, or designee. If appropriate PPE cannot be provided by the school, the activity is not authorized to commence, recommence, or the site must be shut down.

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

For the purposes of the CECMR, **a face covering includes any cloth face covering, such as facemask, bandana or scarf.**

A face covering must:

- Completely cover the nose and mouth.
- Be secured onto the face with ties, ear loops, elastic bands, or other equally effective method.
- Include at least one layer of cloth, although **multiple layers are strongly recommended.**
- 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 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).
- Eating or drinking while maintaining a minimum of a six-foot physical distance.
- Infants and Toddlers under age two (2) should not wear cloth face coverings due to the risk of suffocation. Children aged two to four (2-4), with the assistance and close supervision of an adult, are strongly recommended to wear face coverings in settings where a distance of at least six feet cannot be maintained from non-household members. All children aged five (5) years and older should wear a face covering unless medically directed to do otherwise by a qualified health professional.

Job-specific PPE requirements

Face coverings do not replace required job-specific PPE, such as medical/procedure masks, face shields or respirators. Example of Job-specific PPE requirements may include but are not limited to: TCC Allied Health and Nursing programs, Custodial Services, the Early Learning Center.

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, and
- Engage in the interactive accommodation determination process through a scheduled appointment.
- If requested by Access Services staff, provide written documentation from a qualified medical provider, substantiating the request for formal disability accommodation.

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 reach out and consult with faculty and staff in advance of the course or event, and to choose courses and activities that allow remote participation whenever possible.

[Faculty and Staff](#)

For any employee or volunteer who requests exemption from wearing a face covering for medical reasons, a request for Reasonable Accommodation must be submitted to Human Resources with necessary medical certification first, and a prompt determination will be made by HR. **Authorized reasonable accommodation may NOT exempt an employee from the College's requirements for face covering.**

Appendix I: Library Pickup/Return Plan – Building 7

Library Schedule

Date Range: Mar. 29-Jun11
Days of Week: Monday-Friday 9:00 AM-5:00 PM

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 Public 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.

Campus pre-arrival, check-in and checkout procedures

All Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

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 face covering.
- 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 furniture in the library entrance will be removed so that students cannot linger.
- The Pleneurethics Room (Room 171) will only be utilized by the Music program in accordance with directions in [Appendix W](#).

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).

Restrooms

- 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 J: Information Commons - Building 16

Information Commons (IC) Schedule:

Date Range: Mar. 29 – Jun. 11
Days of Week: Monday – Friday 10:00am – 6:00pm

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-6pm with staggered shifts.
 - Aaron Tran: 8am – 4:30pm
 - Aaron Foelsch: 10am - 6pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

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
 - Thermo-Scan temperature
 - Provision of Face Covering
 - 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 face coverings 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.

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 sanitation. No students will be in the IC during these times.
- **Cleaning Schedule:**
 - 12pm - 12:30pm
 - 2:30pm - 3pm
 - 5pm - 5:30pm
 - 7:30pm – 8pm

Restrooms

- 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 complete online checkout process and exit Building 16 via the north side entrance (opposite the check in entrance).



Appendix K: Workforce and BEdA – Building 19

Schedule

Date Range: Mar. 29 - Jun. 11
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.

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 face coverings and follow the guidelines outlined in recovery plan.
- One Workforce or BEdA Navigator will be in classroom for meeting/appointment.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

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 face covering 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 face covering 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 face covering.
- 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.

Restrooms (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 L: MARC Rental Calculator Return Plan

MARC Rental Return Schedule

Date Range: Mar. 29 – Jun. 11

Days of Week: Tuesdays and Thursday 9:30am-2:45pm

Staffing

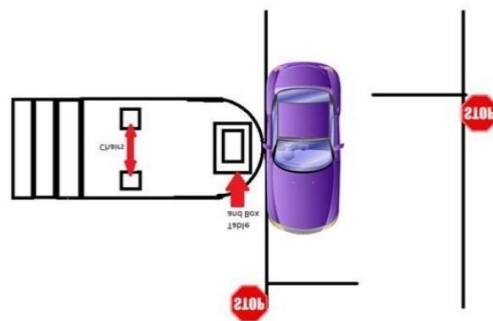
2 MARC staff members.

Campus pre-arrival, check-in and checkout procedures

All Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

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 fall quarters.
- The MARC will remind Public Safety 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 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 face covering 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
 - Have students drive up to the end of the concrete sidewalk.
 - We will ask the number of the calculator and the name of the student and check it off our list.
 - We will then ask that the student place the calculator in the box.
 - 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.
 - 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 M: Financial Aid and Veterans Service Office –Building 14

Financial Aid and Veterans Services Office Schedule

Date Range: Ongoing
Days of Week: Monday – Friday 8:00am – 5:00pm

Note: There will be no face to face student services offered for this schedule. This is for employee office work only.

Staffing

- There are 11 employees in the Financial Aid area and 4 in the Veterans Services Area, but not all at the same time.
- Kim Matison will be present Monday-Friday from 8:00am-5:00pm.
- 5 employees would work for 5 hours on Monday and Wednesday, and the other 5 would work for 5 hours Tuesday and Thursday.
- Veterans Services will have 2 staff working Monday and Wednesday from 10:00am-3:00pm, and another 2 staff working Tuesday and Thursday from 10:00am-3:00pm. 1 staff member will also work from 8:00am-1:00pm on Fridays.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: Front office door of Financial Aid office; employees will enter here after their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use. (APPENDIX AB)

Restrooms

- Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 14 have signs allowing only 1 person at a time.
- The employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks will be taken in separate locations. Classified staff will take their one 15 minute break (as working maximum of 5 hours) either in their office, outdoors, or in the bldg. 14 breakroom; only one person will be allowed in breakroom at any given time; wipes will be available to sanitize any used surfaces in the breakroom.

Room Use (Office Space)

- Proper face coverings will be worn during all interactions.
- Hand sanitizer is provided outside the building 14 check-in area. There will also be a hand sanitizing station near the copy machine in the Financial Aid office.
- Maximum 6 occupants in the area at one time.
- Each employee has their own office space, so there will never be another person using their space or computer.

Cleaning:

- Individual workstations will be sanitized by each employee.
- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use. (APPENDIX AB)
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.



Appendix N: Enrollment Services – Building 7

Enrollment Services Office Schedule

Date Range: Ongoing
Days of Week: Monday – Friday 7:00am – 7:00pm

Note: There will be no face to face student services offered for this schedule. This is for employee office work only.

Staffing

Mary Knutson Monday, Tuesday, Thursday, Friday 7am-4pm
Colleen Spezia Monday, Tuesday, Thursday, Friday 7am-4pm
Alejandra Bicknell Tuesday, Wednesday 7am-3pm
Art Goodson Tuesday, Thursday 9am-1pm
Amber Brock or Keith Moore Monday, Wednesday, Friday 9am-7pm / Tuesday, Thursday 1pm-7pm
Work Study/Part Time Staff Monday, Wednesday, Friday 9am-7pm / Tuesday, Thursday 1pm-7pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

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.

Check-In Building 14

- Staff will enter through the Public Safety checkpoint at the entrance of building 14.
- Staff will follow all safety protocols currently in place, have their temperature taken to complete the online “check-in” health screening, and be issued a wristband.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: The entry and exit will be the north entrance of building 7. Employees will enter here after their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use.

Restrooms

- Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 7 will have signs allowing only 1 person at a time.
- The employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks will be taken in separate locations. Lunch breaks will be taken in Enrollment Service break area or in personal office. Classified staff will take their one 15 minute break (as working maximum of 5 hours) either in their office, outdoors, or in the breakroom; only one person will be allowed in breakroom at any given time; wipes will be available to sanitize any used surfaces in the breakroom.

Room Use (Office Space)

- Face coverings will be worn during all interactions.
- Hand sanitizer is provided at the north entrance of building 7 check-in area.
- Maximum 6 occupants in the area at one time.
- Each employee has their own space, so there will never be another person using their space or computer.

Cleaning:

Individual workstations will be sanitized by each employee.

- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use. (APPENDIX AB)
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.
- **Cleaning Schedule:**
 - Nighttime custodial staff will clean/sanitize after closing.

Appendix O: Testing Center – Building 6

Testing Center Schedule

Date Range: Ongoing

Days of Week: Monday – Friday 8:00am – 11:30am, 12:30pm-3:30pm

Staffing

There will be 2 staff members and 10 testers per 3 hour session each day.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Staff and Testers – Daily Check-in Procedures

Upon arrival to campus, Faculty, staff, and Testers will check in at their designated check-in area with the COVID-19 Program /Department Specific designee.

Check-In Building 6

- Staff and Testers will enter through the Testing Center entrance at Building 6.
- Staff and Testers will follow all safety protocols currently in place and have their temperature taken when they arrive.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: The entry and exit will be the Testing Center entrance of building 6. Employees and Testers will enter here for their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use.

Restrooms

- All individuals will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 6 will have signs allowing only 1 person at a time.
- All individuals will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Cleaning

- Individual workstations will be sanitized by each employee.
- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use.
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.
- **Cleaning Schedule:**
 - Custodial staff will clean/sanitize in between sessions and after closing.

Appendix P: Athletics Facilities Use

Date Range:	Current – June 6th
Days of Week:	Monday – Sunday (See attached Calendar)
Facilities:	Building 20 Main Gym, Soccer Field, Baseball Field

Staffing

Staffing is annotated on each sports' program breakdown in this document.

Athletic Protocols

- TCC Athletics will follow the Federal, State, County and College updated mandates.
- The State of Washington is currently working with Higher Ed to create return to play protocols specific to hire education athletics.
- Athletics, out of an abundance of caution, is working with the nursing program to implement an on campus, COVID surveillance testing program that will begin January 16th.
- All student-athletes have signed an assumption of risk form prior to using the weight room, gymnasium and outdoor facilities. These were developed by the NWAC with the assistance of the Washington State's Attorney General's Office including TCC's AG Rick Brady.
- Student-athletes will refrain from attending social gatherings, hanging out at other student-athletes apartments or otherwise engaging in activities that increases the chance of spreading COVID within the TCC community. Understanding that this is a broad statement, activities such as work or other that a student-athlete or staff must engage in will require prior approval.
- Student-athletes found violating rules will be removed from the team for 14 days and need to schedule a meeting with the AD and the Coach to discuss potential discipline and reinstatement.
- TCC Athletics purchased Gaiters (mask) for each student-athlete and coach and those or another face covering will be worn at all times.
- Coaches are COVID Designees and The Athletic Director, Program Assistant and Trainer will all be back up COVID Designees.
- In addition, the NWAC has created specific guidelines and protocols to keep student-athletes safe while still being able to engage them. [The NWAC document can be found here.](#)
- Recruiting will adhere Federal, State and Conference guidelines and campus visits will follow the guidelines identified in this document for visitors to campus.
- Each program/team's Head Coach will need to self-attest to their understanding of the policies, procedures and protocols before their program is authorized to return to play.
- Failure to comply with polices established in this document may be subject to disciplinary action from TCC.

What are the NWAC "Return to Play" Guidelines?

The NWAC announced its "Return to Play" Guidelines on July 9, 2020. Each phase requires 2 weeks between each phase. See below:

GREY PHASE: Re-entry plan - January 2nd – January 16th

- *NWAC recommends in accordance with national guidelines (CDC) that all athletes shelter in place and/or quarantine in the county of their institution 14 days prior to the red phase.*
- *NWAC student-athletes/teams will follow the “color phase” protocol when returning to play (see information below on dates and phases. Before entering the “color phase protocol,” each NWAC member college will provide the NWAC with their respective return to campus protocol.*
- *Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and are following state and local health authority guidelines;*
- *Plan for sanitization, acquiring PPE’s, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.*

RED PHASE: Limited Group Practice – January 17th – January 31st

- *Student athletes and athletics staff will complete the COVID19 Online Campus trainings and have quarantined for 14 days.*
- *Vulnerable individuals shelter in place and continue individual workouts with precaution.*
- *Small group training should occur based on local health authority restrictions.*
- *Gatherings of no more than 10 are allowed.*
- *Virtual meetings when at all possible.*
- *Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitation protocols can be implemented.*

YELLOW PHASE: Modified Team Practices – February 1st- February 13th

- *Vulnerable individuals should continue to shelter in place and continue individual workouts with precaution. Vulnerable individuals may perform workouts with coaches on an individual basis, with physical distancing measures.*
- *Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.*
- *Full team practices (excluding vulnerable individuals) can take place with physical distancing measures in place.*
- *Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.*

GREEN PHASE: Full Team Practices & Games - February 14th – June 6th

- *Vulnerable individuals can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.*
- *Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.*
- *Unrestricted staffing (video, table, game management, etc.) may resume with sanitation protocols in place.*

- *Consideration of spectator modifications (i.e. no spectators, physical distancing, etc.) to ensure safety of student-athletes, support staff and spectators*

BLUE PHASE: *All clear and is dependent on the successful development of widely available treatment including prophylactic immunotherapy, coupled with widespread, effective vaccination.*

Common Practice Structure for all Teams

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.

Pre-Practice

- All student-athletes will fill out the online check-in the day prior to arriving on campus each practice.
- Upon arrival, student-athletes and coaches will wash/sanitize their hands, and complete a second Health Screening to re-acknowledge health questions and verify that they have completed the weekly Safety Training, followed by a temperature scan which they will document on their online health screen. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- At check-in, all student-athletes/coaches will be issued a wrist band to be worn for each day that they come to campus. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus.
- For Baseball, student-athletes will utilize both dugouts for spacing and bag/gear storage. Student-athletes will adhere to all physical distancing guidelines (maintaining at least 6 feet of physical distance).

During Practice (All Team practices and Games will follow NWAC Phase Protocols)

- Student-athletes will adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance) while warming up and stretching.
- Red Phase - Student-athletes will be assigned to groups and will stay in those groups for contact tracing and to mitigate the potential for spread. Group sizes will determined by roster not to exceed 9. Yellow Phase – will move to full team practices with precautions. Green Phase teams will move to games with restrictions.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).

- Student-athletes will not share equipment other than balls required for the game.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance).

Post-Practice

- All equipment and common areas will be sanitized at the end of every practice.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance).
- Student-athletes will exit the Facility staggered one after the other maintaining at least 6 feet of physical distance and provide an online check out upon leaving.

Games

- COVID specific protocols will be put into place.
 - Each NWAC sports committee will develop game day protocols specific to game day operations.
- No spectators will be allowed. Game day operations will be scaled back.
- All visiting teams will follow TCC campus visitor protocols.
- There will be no overnight travel and travel rosters will be reduced to essential personnel.
- The schedule is limited to league play only with no games outside our conference.
- The tournaments at the end of the year have been scaled back to 2 teams per division.

Programs

Volleyball

Date Range: January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: See attached schedule maintained by Athletic Director

Roster

- | | | |
|------------------------|--------------------|------------------|
| 1. Nicole Scheer | 4. Carly Burington | 7. Britt Vaughn |
| 2. Maloree Clazadillas | 5. Molly packer | 8. Maddie Murray |
| 3. Faith Langkilde | 6. Megan Ramos | 9. Maillie Nixon |

Staffing

Staff will include 2 Coaches:

- Katlyn Mataya Head Coach and will be the COVID Designee
- Maggie McTaggart, assistant coach will be a COVID Designee.

Volleyball: Building 20- Main Gym

- Student-athletes will enter building 20, via North Entrance.

- Student-athletes will be checked in and enter the main gym through the two southwest doors
- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Each athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Staff will wipe down, disinfect and put away equipment.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.
- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Then entrance to the Building, Main Gym and Gender Inclusive Bathroom are all near each other.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.

Women's Soccer

Date Range: January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: See attached schedule maintained by Athletic Director

Roster

- | | | |
|----------------------|----------------------------|------------------------------|
| 1. Allison Bryant | 9. Hannah Mathews | 17. Carissa Steimle |
| 2. Katelyn Dayki | 10. Peyton Miller | 18. Kya Scott |
| 3. Maddison Elliot | 11. Jocelyne Pedroza Nieto | 19. Isabella Weaver |
| 4. Stirling Elliot | 12. Zyree Raban | 20. Maya Williams |
| 5. Lauren Glazebrook | 13. Rylee Radford | 21. Olivia Gabrielle Warnick |
| 6. Olivia Graziant | 14. Brianna Rivers | 22. Shayna Snodgrass |
| 7. Elisabeth James | 15. Emma Schmidt | |
| 8. Brennah Llanos | 16. Olivia Schuster | |

Staffing

Staff will include 3 Coaches:

- Jill Green Head Coach and will be the COVID Supervisor Designee
- Brandon Scott, assistant coach will be a COVID Designee.
- Edgar Corvarrubias, assistant coach will be a COVID Designee.

Women's Soccer: Building 20- Soccer field

- The student-athletes will Park in the K Lot and enter through the opening in the gates.
- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- All student-athletes will wash hands before arriving and sanitize upon commencement and completion of practice.
- Each student-athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Staff will wipe down, disinfect and handle all equipment.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.



- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Coach will accompany student-athlete to the doors and let them in the building one at a time to use restroom.
- Student-athletes will not access building 20 unless they need to use the restroom.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.

Men’s Soccer

Date Range: January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: See attached schedule maintained by Athletic Director

Roster

- | | | |
|--------------------|------------------------|----------------------|
| 1. Dylan Chavez | 10. Carson Livingston | 19. Jvon Cunningham |
| 2. Marcus Swanson | 11. Jim Beam | 20. Jordan Fernandez |
| 3. Leyton Peterson | 12. Jesus Flores | 21. Dagm Lester |
| 4. Manny Nicasio | 13. Jose Flores | 22. Jack Keolker |
| 5. Darrian Rivers | 14. Andrew Stephens | 23. Ryan Harding |
| 6. Emanuel Tobey | 15. Manhattan Fukunaga | 24. Jakob Ridler |
| 7. Alex Torres | 16. Nabeel Imran | 25. Allan Contreras |
| 8. Alex Lopez | 17. Anthony Valdovinos | 26. Kainoa Wong |
| 9. Tyler Brown | 18. Samuel Aguilar | |

Staffing

Staff will include 3 Coaches:

- Jason Gjertsen Head Coach and will be the COVID Designee
- Malang Camera, assistant Coach will be a COVID Designee

- Corey Sanderford, keeper coach both programs will be a COVID Designee

Men's Soccer: Building 20- Soccer Field

- The student-athletes will Park in the K Lot and enter through the opening in the gates.
- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- All student-athletes will wash hands before arriving and sanitize upon commencement and completion of practice.
- Each student-athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Staff will wipe down, disinfect and handle all equipment.

Restrooms

Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.

- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Coach will accompany student-athlete to the doors and let them in the building one at a time to use restroom.
- Student-athletes will not access building 20 unless they need to use the restroom.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.

Women's Basketball

Date Range: January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: See attached schedule maintained by Athletic Director

Roster

- | | | |
|------------------------|--------------------|----------------------|
| 1. Precious Serafica | 5. Makayla Rose | 9. Kendall Sieg |
| 2. Makaanalani Montoya | 6. Chloe Grosvenor | 10. Talya Phillips |
| 3. Raamiah Nelson | 7. Maya Thornton | 11. Sililaila Leausa |
| 4. Bobbie Rideout | 8. Carsyn Sieg | |

Staffing

Staff will include 3 Coaches:

- Jennifer Keyes Head Coach and will be the COVID Supervisor Designee
- Keeshia Thomas, assistant coach will be a COVID Designee.
- Princess Magadia, assistant coach will be a COVID Designee.

Women's Basketball: Building 20- Main Gym

- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- All student-athletes will wash hands before arriving and sanitize upon commencement and completion of practice.
- Each student-athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Staff will wipe down, disinfect and handle all equipment.
- Basketballs and equipment will be sanitized at the end of each practice.
- Hand sanitizers and wipes will be readily available.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.



- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Then entrance to the Building, Main Gym and Gender Inclusive Bathroom are all near each other.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.

Men’s Basketball

Date Range: January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: See attached schedule maintained by Athletic Director

Roster

- | | |
|---------------------|------------------------|
| 1. Bryce Parker | 10. Tehjan Potts-Woods |
| 2. Kashaud Babbs | 11. Damen Ringgold |
| 3. Derek Carroll | 12. Lucas Meines |
| 4. Solomon McGinnis | 13. Kyle Wells |
| 5. Truman Young | 14. Christian Cherry |
| 6. Gabriel Wright | 15. Alileyon Ford |
| 7. Xavier Lovelace | 16. Jaylen Scott |
| 8. Jared Franklin | 17. Gunner Chronis |
| 9. Isaiah Jackson | |

Staffing

Staff will include 4 Coaches:

- Rachi Wortham Head Coach and will be the COVID Supervisor Designee.
- Turner Cagle, assistant coach will be a COVID Designee.
- Jason McLaughlin, assistant coach will be a COVID Designee.

- David Brown, assistant coach will be a COVID Designee.

Men's Basketball: Building 20- Main Gym

- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- All student-athletes will wash hands before arriving and sanitize upon commencement and completion of practice.
- Each student-athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Staff will wipe down, disinfect and handle all equipment.
- Basketballs and equipment will be sanitized at the end of each practice.
- Hand sanitizers and wipes will be readily available.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.
- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Coach will accompany student-athlete to the doors and let them in the building one at a time to use restroom.
- Student-athletes will not access building 20 unless they need to use the restroom.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.



Baseball

Date Range: Practice – January 14th – June 4th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Time: See attached schedule maintained by Athletic Director

Roster

- | | | |
|----------------------|----------------------|-----------------------------|
| 1. Trent Bucanan | 12. Hunter Jenkins | 23. Zach Smith |
| 2. Cade Crist | 13. Dyson Johnson | 24. Josh Spencer |
| 3. Kyle Dunning | 14. Evan Kingman | 25. James Spickelier |
| 4. Conner Ellingston | 15. Levi Kiuchi | 26. Jake Stoner |
| 5. Jared Engman | 16. Kazuya Kojima | 27. Kaito Suzuki |
| 6. Joe Flanigan | 17. Garret Kollar | 28. Josh Trujillo |
| 7. Ethan Flodstrom | 18. Sam Lauderdale | 29. Jackson Van De
Brake |
| 8. Mason Fritsch | 19. Seti Manase | 30. Donovan Yelle |
| 9. Abiel Gonzalez | 20. Will Mulfur | |
| 10. Brady Hinklw | 21. Wesley Robinslon | |
| 11. Brady Houston | 22. Jacob Selander | |

Staffing

Staff will include 2 Coaches:

- Ryan Mummert Head Coach and will be the COVID Supervisor Designee.
- Zach Miller is the assistant coach and COVID Designee.
- Riley Palmer is an assistant coach and COVID Designee.

Baseball: Baseball Field / Track

- Student-athletes will park in Lot L and walk to the fields so they gate off Pearl St can remain closed.
- All coaches and student-athletes will follow all TCC check in and check out procedures.
- All student-athletes entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- All student-athletes will wash hands before arriving and sanitize upon commencement and completion of practice.
- Each student-athlete and coach will be wearing a face covering upon entrance, participation and exiting.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Training will be appropriate to Phase protocols.
- Staff will wipe down, disinfect and handle all equipment.

COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR), March 2021



- Student-athletes will utilize both dugouts for spacing and bag/gear storage. Student-athletes will adhere to all physical distancing guidelines (maintaining at least 6 feet of physical distance).
- Student-athletes will adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance) while warming up and stretching.
- Student-athletes will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Student-athletes will not share equipment: Gloves, batting gloves, helmets, bats, etc. Equipment should stay in student-athletes' bags when not currently in use.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance).
- All equipment and common areas will be sanitized at the end of every practice.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance).
- Student-athletes will exit the Facility staggered one after the other maintaining at least 6 feet of physical distance and provide an online check out upon leaving.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.
- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the portable bathrooms at the baseball field. Coaches will be tasked with sanitizing them after every practice.
- Student-athletes will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Coach will accompany student-athlete to the doors and let them in the building one at a time to use restroom.
- Student-athletes will not access building 20 unless they need to use the restroom.

Alternative Facility

Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.



Fitness Facility (weight room)

Date Range: January 14 – June 6th
Days of Week: TBD
Facilities: Building 20
Times: See attached schedule maintained by Athletic Director

Protocols:

Coaches

Coaches will administer a health screening at the door prior to entry for each student-athlete athlete and coach including a temperature check and COVID questionnaire.

Weight Room Use

- Limited to the weight racks and dumbbells.
- Cardio and stationary equipment will be taped off.
- Workouts will be conducted in “pods” of no more than 10 people including coaches and staff.
 - Groups will stay together throughout for contact tracing purposes and to mitigate spread. This ensures more limited exposure if someone develops an infection. There must be a minimum distance of 6 feet between individuals at all times.

Locker Rooms

Will not be used.

- Student-athletes should report in appropriate attire and immediately return home to shower after participation. No student-athletes allowed in a training area unless the athletic coach is present.

Cleaning

- Coaches and custodians will provide adequate cleaning.
- Prior to an individual, or groups of individuals, entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, athletic training room tables, etc.) by the coach of the program using the fitness center.
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.
 - Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Coaches will wipe down all equipment used and touched before leaving the fitness center.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests. They must be cleaned after final use.

COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR), March 2021



- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual. Resistance training should be emphasized through the use of body weight and resistance bands.
- All personal clothing, towels and equipment must be cleaned at home.
- Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment or surfaces.
 - Student-athletes should wear their own appropriate workout clothing and there should be no shared athletic equipment (towels, clothing, shoes, or sport-specific equipment) when possible between student-athletes.
 - Student-athletes must be encouraged to shower and wash their workout clothing immediately upon returning to home.
- Custodians will clean the facilities on Monday, Tuesday and Thursday mornings prior to the facilities being used. If cleaning has not taken place due to a myriad of factors, the facility will not be utilized.

Face Coverings

All current state, local and college guidelines must be followed. Coaches, officials and all other personnel are encouraged to wear cloth face coverings at all times and **must** wear cloth face coverings whenever physical distancing is not possible.

Physical Distancing

Physical contact such as handshakes, high-fives, fist bumps, and hugs will not be allowed.

Entry

Entry will occur through the outdoor weight room door on the Northwest side of building. Coaches will open and prop door while workout is in progress.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the bathrooms informing student-athletes of this.
- The student-athlete will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Restroom will be limited to the public bathrooms in the hallway just outside the entrance to the main gym. Stalls will be cordoned off and rotated on a schedule to limit common touch points and avoid overlap.
- Student-athletes will be encouraged to use restrooms before attending training.

COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR), March 2021



Building 20

- All rooms will be locked and student-athletes will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and student-athletes will not be allowed to linger.
- Coach will accompany student-athlete to the doors and let them in the building one at a time to use restroom.
- Student-athletes will not access building 20 unless they need to use the restroom.

Alternative Facility

- Alternative off campus facilities are approved for use as long as all COVID policies are in place and followed.

[Athletics Spring 2021 Calendar Link](#) – Click on this link to view the calendar

Appendix Q: Access Services – Building 7

Schedule

We will not be offering regular hours for Spring quarter. If a student requires an in-person appointment during winter quarter with Access Services for any reason, this will be scheduled on a case-by-case basis as needed. Dolores has agreed to assist Laquida and Leigh in remembering the steps that staff and students need to complete prior to arrival.

Staffing

1 staff member as needed for case by case scheduled in-person appointment.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Physical Distancing and Traffic Flow Management

Access Services is a unique area that require extra precautions for a myriad of reasons. Our front desk is accessible from two different entry points, neighbors another unit's workspace, and people with disabilities are more likely to be immune compromised. It is incredibly important for us to take as many safety precautions as we can, and continue to provide excellent services remotely, as much as possible.

- Students are asked to schedule their appointments with Access in advance (2-3 days) and unscheduled/drop-in visits are discouraged at this time.
- Students will enter Access Services through the North entrance across from building 8 to arrive at the front desk.
- Student will be served one person at a time and will stand apart from each other. Markings on the floor will direct students where to stand and manage flow.
- Only 1 student/staff member will be allowed to use the restroom at a time. They will exit the office, use the restroom located in building 7 at the end of the hallway from Access Services.
- Block scheduling for accommodated testing will be used. Up to 15 minutes will be blocked between testing appointments to allow for cleaning computer and desk surfaces.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: Students and employees will enter at Building 7 North Entrance after their daily check-in; we will prop open door when several people are expected at any given time;

otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.

- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use. (APPENDIX AB)

Restrooms

- Students and Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 7 will have signs allowing only 1 person at a time.
- The student and employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Appendix R: Nursing Plan– Building 13

Proposed Start: March 29th through June 11th
Days of Week: Monday through Saturday (Schedule at end of document)

Staffing

Associates Degree Program:

Nursing 115/116/ 124/226/227 will have 1 faculty and up to 8 students at one time.

Nursing 228 will have 1 faculty and 8 students at one time

1 administrative COVID-Supervisor available as needed in addition to the Campus COVID-19 Supervisor

1 Lab coordinator

1 check in station personnel

1-2 simulation support personnel

1 Tutor and up to 3 students

Nursing Assistant Programs

1-2 faculty and up to 12 students at one time (Gig Harbor Campus-Room 106-2nd space as available at GHC-lobby or classroom)

2 faculty and up to 9 students at one time (TCC Building 19 rooms 1 and 2)

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or Covid-19) **and**
- Has not been tested positive for the flu or Covid-19 in the last 14 days **and**
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has been tested for flu and/or Covid-19)
- And meets all other screening question requirements

Approved Instructional Faculty prep time

One hour before and after the scheduled on campus class time

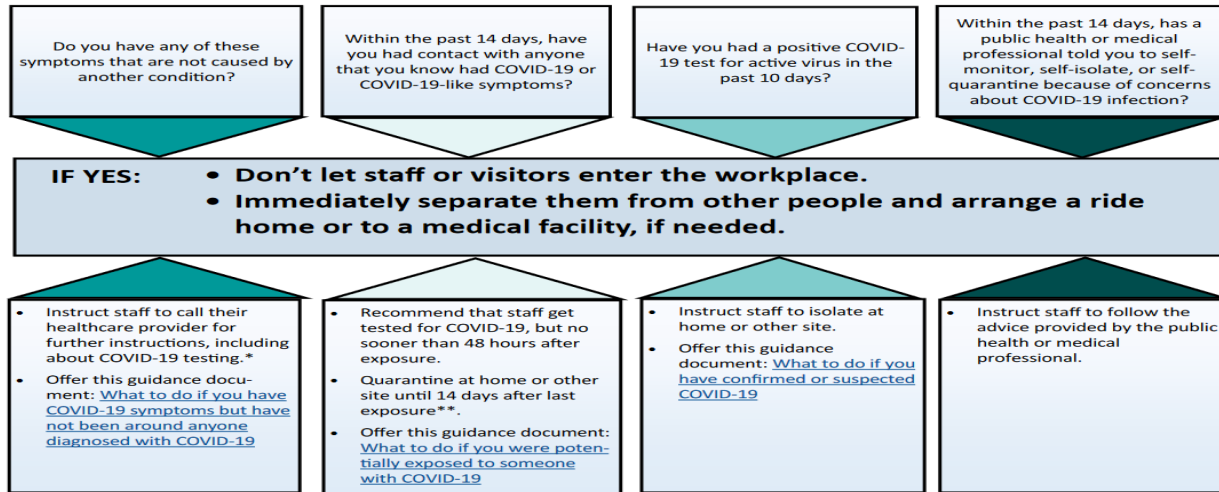
Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Students, faculty, and staff who answered “Yes” on the Health would be rescheduled and could return following the Reporting and Communication Protocol in Appendix G. The program or

department will follow the DOH recommendations for YES to questions as noted below:

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Day of Lab

Associated Degree

Pre-entry:

- Area outside of building 10 will be designed for health check questions, temperature scanning, and issuing of wristbands. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus. (Note that this may shift to all students checking in at building 14). Check in will occur 15 minutes before class. Faculty (or designee) will meet students and provide entrance into the building. Another option is that the faculty will confirm with the check in station that they are present and they will meet students at the entrance to the classroom floor (Level 3).
- Faculty/staff would use PPE (face covering).
- Students/faculty/staff are encouraged to wear a personal face covering to campus. Disposable masks will be provided upon entering the health check area for anyone without a personal face covering.
- Health check questions completion are confirmed then followed by temperature scan.
- If “YES” was answered to any question, the staff/faculty/students will not be allowed to come to enter the building and the Associate Dean/lab faculty would be contacted.
- The program will follow the DOH recommendations for YES to questions as noted above.

Note: Prior to entering the room, students will be instructed not to gather in physical 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

Entry (North Entrance):**Area designated for handwashing & Additional PPE**

(note: Face coverings are required prior to this point)

- Hand washing station
 - 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
 - Eye Protection: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff
 - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff

(Note: Typically 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 for the majority of the time)

Main Lab (13-349/350 and Simulation Center)

These rooms would be reorganized to provide:

- Students with their own designated patient care area.
- ICU bed, headwall with oxygen/air/suction, beside table
- Chair and additional over bed table to be used for taking notes
- Curtains/dividers will be used between areas when possible
- 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 except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, each person will have on a gloves, gown, goggles or face shield, if involved in doing the skills evaluation.

Debriefing of simulations

- Debriefing will be done during scheduled time
- May utilize zoom to facilitate simulation/pre and debriefing

Exit: (East Entrance)

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

Lockers

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

- Nursing program will allow level 3 Locker use by those students who are uncomfortable leaving their personal belongings in their vehicles. The belongings will be secured in designated lockers as they enter. Upon exit, students will clean and sanitize the used locker.

Restrooms

- Students will go to the restroom one at a time.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Main lab
 - Individual designated student areas including bed, over bed tables, chair, headwall
 - Manikin or trainer
 - Equipment used (e.g. ventilator, test lungs)
 - Table/chair
- Supplies: will be placed in area after cleaning and using gloves to handle, 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)

Nursing Assistant Certified-Tacoma Campus

Pre-entry:

- Students will check in at security for Health check questions, temperature scanning, and issuing of wristbands. This wristband is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus. Check in will occur 15 minutes before class. Faculty (or designee) will meet students and provide entrance into the building (east entrance).
- Faculty/staff would use PPE (face covering).
- Students/faculty/staff are encouraged to wear a personal face covering to campus. Disposable masks will be provided upon entering the health check area for anyone without a personal face covering.
- Health check questions completion are confirmed then followed by temperature scan.

- If “YES” was answered to any question, the staff/faculty/students will not be allowed to come to enter the building and the Associate Dean/lab faculty would be contacted.
- The program will follow the DOH recommendations for YES to questions as noted above.

Note: Prior to entering the room, students will be instructed not to gather in physical areas of building 19 and to maintain 6’ (or more) physical distancing. Students will be encouraged to stay in their vehicles until it is time to come into lab. This will be strictly enforced.

Entry (19-1 and 19-2):

Area designated for handwashing & Additional PPE (note: Face coverings are required prior to this point)

- Hand washing station-building 19 restroom
 - 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
 - Eye Protection: Specific skills where these are commonly used or when in close contact (< 6’) with other students/faculty/Staff
 - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6’) with other students/faculty/Staff

(Note: Typically, 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 for the majority of the time)

Main Lab (19-1 and 19-2)

These rooms will be reorganized to provide:

- Students with their own designated patient care area.
- Bed, beside table
- Chair and additional over bed table to be used for taking notes
- Curtains/dividers will be used between areas when possible
- Equipment/supplies required for lab exercises will be stocked in student area (students will not be allowed in the supply room 19-4)

Lab skills will be done using physical spacing except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, each person will have on a gloves, gown, goggles or face shield, if involved in doing the skills evaluation.

Exit: (East Entrance)

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

Restrooms

- Students will go to the restroom one at a time.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Main lab
 - Individual designated student areas including bed, over bed tables, chair
 - Manikin or trainer
 - Equipment used
 - Table/chair
- Supplies: will be placed in area after cleaning and using gloves to handle, 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)

Nursing Assistant Certified-Gig Harbor Campus

Pre-entry:

- Students will check in at the Gig Harbor building check in station for health check questions, temperature scanning, and issuing of wristbands. This wristband is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus. Check in will occur 15 minutes before class. Faculty (or designee) will meet students and provide entrance into the building (east entrance).
- Faculty/staff would use PPE (face covering).
- Students/faculty/staff are encouraged to wear a personal face covering to campus. Disposable masks will be provided upon entering the health check area for anyone without a personal face covering.
- Health check questions completion are confirmed then followed by temperature scan.
- If “YES” was answered to any question, the staff/faculty/students will not be allowed to come to enter the building and the Associate Dean/lab faculty would be contacted.
- The program will follow the DOH recommendations for YES to questions as noted above.

Note: Prior to entering the room, students will be instructed not to gather in physical areas of Gig Harbor Building or room 106 and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it is time to come into lab. This will be strictly enforced.

Entry (Gig Harbor Main Campus door):

Area designated for handwashing & Additional PPE (note: Face coverings are required prior to this point)

- Hand washing station-room GH-106
 - 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
 - Eye Protection: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff
 - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff

(Note: Typically, 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 for the majority of the time)

Main Lab (GH-106/2ndspace lobby or classroom)

These rooms will be reorganized to provide:

- Students with their own designated patient care area.
- Bed, beside table
- Chair and additional over bed table to be used for taking notes
- Curtains/dividers will be used between areas when possible
- Equipment/supplies required for lab exercises will be stocked in student area
- Lab skills will be done using physical spacing except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, each person will have on a gloves, gown, goggles or face shield, if involved in doing the skills evaluation.

Exit: (GH Campus Main Entrance)

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

Restrooms

- Students will go to the restroom one at a time.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Main lab
 - Individual designated student areas including bed, over bed tables, chair
 - Manikin or trainer
 - Equipment used
 - Table/chair
- Supplies: will be placed in area after cleaning and using gloves to handle, 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)

Spring Schedule

Dates/Times:

Level I

NURSING 115 Tagulinao Skills and Assessment Lab (Web Enhanced) Item #20714 Lab 1 <u>(2 credits)</u>	Wed/Thurs 12:30pm -2:20pm Starting 3/31 -6/03	13-349/350
NURSING 115 Solomon Skills and Assessment Lab (Web Enhanced) Item #20715 Lab 2 <u>(2 credits)</u>	Wed/Thurs 3:30pm-5:20pm Starting 3/31 -6/03	13-349/350
NURSING 115 TBD Skills and Assessment Lab (Web Enhanced) Item #20716 Lab 3 <u>(2 credits)</u>	Wed/Thurs 6:30pm-8:20pm Starting 3/31 -6/03	13-349/350

Level II

NURSING 116 Arzola Skills and Assessment. Lab II (Web Enhanced) Item #20717 Lab 1	Mon 1:00pm-4:20pm Thu 8:00am-11:20am Starting 3/29-6/3 No class 05/31 Memorial Day	13-348/349
NURSING 116 Iverson Skills and Assessment. Lab II (Web Enhanced) Item #20718 Lab 2	Tues/Fri 1:00pm-4:20pm Starting 3/30-6/4 No class 4/23 Professional Development Day	13-348/349
NURSING 116 Iverson Skills and Assessment. Lab II (Web Enhanced) Item #20719 Lab 3	Wed/Fri 8:00am-11:20am Starting 3/31-6/4 No class 4/23 Professional Development Day	13-348/349

Level III

NURSING 124 Miller Clinical Simulation III (Web Enhanced) Item #20720 Lab 1	Friday 8:00am - 11:50am Starting 4/02-6/04 No class 4/23 Professional Development Day	Sim Center/Debr iefing in 13- 365
NURSING 124 Nethercott Clinical Simulation III (Web Enhanced) Item #20721 Lab 2	Friday 1:00pm - 4:50pm Starting 4/02-6/04 No class 4/23 Professional Development Day	Sim Center/Debr iefing in 13- 365
NURSING 124 Tagulinao Clinical Simulation III	Thursday 6:00pm - 9:50pm	Sim Center/Debr

(Web Enhanced) Item #20722 Lab 3	Starting 4/01-6/03	riefing in 13-365
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Level IV LPN to RN

NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item #20812 Lab 4	Wed 1:00pm-4:50pm Starting 3/31-6/02	Sim Center/Debriefing in 13-365
NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item # 20813 Lab 5	Tues 1:00pm-4:50pm Starting 3/30-6/01	Sim Center/Debriefing in 13-365
NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item #20814 Lab 6	Wed 8:00am-11:50am Starting 3/31-6/02	Sim Center/Debriefing in 13-365

Level IV

NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item #20738 Lab 1	Thurs 8:00am-11:50am Starting 4/1-6/3	Sim Center/Debriefing in 13-365
NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item #20739 Lab 2	Monday 6:00pm-9:50pm Starting 3/31-6/2	Sim Center/Debriefing in 13-365
NURSING 226 TBD Clinical Simulation IV (Web Enhanced) Item #20740 Lab 3	Thurs 1:00pm-4:50pm Starting 4/1-6/3	Sim Center/Debriefing in 13-365

Level V

NURSING 227 TBD Clinical Simulation V (Web Enhanced) Item #20741 Lab 1	Mon 1:00pm – 4:50pm Starting 3/29 – 6/7 No Class 5/31 – Memorial Day	Sim Center/Debriefing in 13-365
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NURSING 227 TBD Clinical Simulation V (Web Enhanced) Item #20742 Lab 2	Mon 7:30am – 11:20am Starting 3/29 – 6/7 <u>No Class</u> 5/31 – Memorial Day	Sim Center/De briefing in 13-365
NURSING 227 TBD Clinical Simulation V (Web Enhanced) Item #20743 Lab 3	Tues 7:30am – 11:20am Starting 3/30 – 6/1	Sim Center/De briefing in 13-365

Level VI

NURSING 228 TBD Clinical Simulation VI (Web Enhanced) Item #20744 Lab 1	(M) 3/29 6:00pm – 9:50pm (SA) 4/3 7:00am - 10:50am (SA) 4/10 7:00am - 10:50am (M) 4/12 6:00pm – 9:50pm (SA) 4/17 7:00am - 10:50am	Sim Center/Debr iefing in 13- 365
NURSING 228 TBD Clinical Simulation VI (Web Enhanced) Item #20745 Lab 2	(TU) 3/30 6:00pm – 9:50pm (SA) 4/3 12:00pm - 4:00pm (SA) 4/10 12:00pm - 4:00pm (TU) 4/13 6:00pm – 9:50pm (SA) 4/17 12:00p - 4:00pm	Sim Center/Debr iefing in 13- 365
NURSING 228 TBD Clinical Simulation VI (Web Enhanced) Item #20746 Lab 3	(F) 4/2 6:00pm – 9:50pm (SA) 4/3 5:00pm – 8:50pm (F) 4/9 6:00pm – 9:50pm	Sim Center/Debr iefing in 13- 365

	(SA) 4/10 5:00pm – 8:50pm	
	(F) 4/16 6:00pm – 9:50pm	

Tacoma Campus (I-BEST) NAC Program

Event	Date(s)	Times	Room(s)	Number of Students + Instructors
Skills Fair	May 17, 18, 19, 20 (Mon. to Thurs.)	0930 - 1430	19-1 and 19-2	9 + 2 = 11 people

Gig Harbor Center/Key Peninsula NAC Evening Program

Event	Date(s)	Times	Room(s)	Number of Students + Instructors
BLS	April 20, 2021 (Tuesday)	1700-2000	GHC 106	12 + 1 = 13
Skills Fair	May 10, 11, 12, 13 (Mon. to Thurs.)	1800-2130	GHC 106 + 1-2 skills station in the central area near Rm. 106	12 + 2 = 14

Tutor schedule (Tutor and up to 3 students for each day) 13-348

Wednesday 10-6pm

Thursday 10-6pm

Friday 10-6pm

Each student will be assigned a patient station in 13-348, or Sim Center if not scheduled.

Students would stay in their stations, the entire period and work on:

- Psychomotor Skills/Therapies
- Cases
- Simulation

Appendix S: Respiratory Care (RC) Plan

Proposed Start: Mar. 29 – Jun. 11

Days of Week: Room 13-245

Tuesday 8am-11:30am, 12:00pm-4:30pm 2 Instructor, 8 Students

Thursday 8am-11:30am, 12:00pm-4:30pm 2 Instructor, 8 Students

Approved Instructional prep time:

Tuesday – 7am-8am, 4:30pm-6:30pm

Thursday – 7am-8am, 4:30pm-6:30pm

Room 13-220

Tuesday 8am-11:30am, 12:00pm-4:30pm 2 Instructor, 8 Students

Thursday 8am-11:30am, 12:00pm-4:30pm 2 Instructor, 8 Students

Approved Instructional prep time:

Tuesday – 7am-8am, 4:30pm-6:30pm

Thursday – 7am-8am, 4:30pm-6:30pm

Staffing

1 to 2 instructors and no more than 8 students.

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or Covid-19) **and**
- Has not been tested positive for the flu or Covid-19 in the last 14 days **and**
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has been tested for flu and/or Covid-19).

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Students, faculty, and staff who answered “Yes” on the Health Screening would be rescheduled and could return following the Reporting and Communication Protocol in APPENDIX G.

Day of Lab

Pre-entry:

- Area outside of building 10 will be designed for health check questions, temperature scanning, and issuing of wristbands. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus. (Note that this may shift to all students checking in at building 14). Check in will occur 15 minutes before

class. Faculty (or designee) will meet students and provide entrance into the building. Another option is that the faculty will confirm with the check in station that they are present and they will meet students at the entrance to the classroom floor (Level 3).

- Faculty/staff would use PPE (face covering).
- Students/faculty/staff are encouraged to wear a personal face covering to campus. Disposable masks will be provided upon entering the health check area for anyone without a personal face covering.
- Health check questions would be asked followed by temperature scan.
- If “YES” was answered to any question, the staff/faculty/students will not be allowed to come to enter the building and the Associate Dean/lab faculty would be contacted.
- The program will follow the DOH recommendations for YES to questions as noted above.

Note: Prior to entering the room, students will be instructed not to gather in physical 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.

Entry (North Entrance)

Area designated for handwashing & Additional PPE

(note: Face coverings are required prior to this point)

- Hand washing station
 - Minimum 20 second hand-wash using DOH/CDC guidelines⁵ and check-off by faculty/staff.
- PPE Station – Requirements based on DOH/OSHA guidelines for medium exposure risk⁶
 - 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.

(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).

Main Lab (13-245)

These rooms have been reorganized to provide:

- Students with their own designated patient care area. In addition, curtains will be used to define these workspaces to keep students a minimum 6’ apart.
- ICU bed, headwall with oxygen/air/suction, beside table.
- Chair and additional overbed table to be used for taking notes.
- Curtains/dividers will be used between areas when possible.
- Increased air movement through HEPA filtering systems as recommended by DOH⁸.
- 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 distancing except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, simulation screens will be used between the student and the instructor doing the skills evaluation.

Debriefing of simulations

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

Exit (East Entrance)

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

Lockers

- Students will be encouraged not to bring items with them that cannot be kept on their person during lab.
- Students will be discouraged for using the Lockers.

Restrooms

- 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.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Main lab
 - Individual designated student areas including bed, over bed tables, chair, headwall
 - Manikin or trainer
 - Equipment used (e.g. ventilator, test lungs)
 - Table/chair

- Supplies: will be placed in area after cleaning and using gloves to handle, 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).

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:

- Psychomotor Skills/Therapies
- Cases
- Simulation



Appendix T: EMS, DMS, RS, RC – Building 13

Dates: March 29, 2021 – June 11, 2021

EMS – Paramedic & EMT:

Days of Week:

Room 13-125

Monday 9am-4pm (IBEST EMT)	2 Instructors, 8 Students
Wednesday 8am –5pm (Paramedic)	2 Instructors, 8 Students
Thursday 8am – 5pm (Paramedic)	2 Instructors, 8 Students
Friday 9am-4pm (IBEST EMT)	2 Instructors, 8 Students
Saturday 7am –6pm (Night EMT)	2 Instructors, 8 Students

Approved Instructional prep time:

Monday – 7am-9am, 4pm-6pm
 Wednesday, Thursday – 7am-8am, 5pm-7pm
 Thursday – 7am-8am, 5pm-7pm

Room 13-223/224

Monday 9am-4pm (IBEST EMT)	2 Instructors, 8 Students
Friday 9am – 4pm (IBEST EMT)	2 Instructors, 8 Students

Approved Instructional prep time:

Monday – 7am-9am, 4pm-6pm
 Friday – 7am-9am, 4pm-6pm

Room 13-28

Wednesday 8am –5pm	2 Instructors, 8 Students
Thursday 8am – 5pm	2 Instructors, 8 Students
Friday 9am – 4pm (IBEST EMT)	2 Instructors, 8 Students
Saturday 7am –6pm (Night EMT)	2 Instructors, 8 Students

Approved Instructional prep time:

Wednesday, Thursday – 7am-8am, 5pm-7pm
 Friday – 7am-9am, 4pm-6pm

Room 13-124

Saturday 7am-6pm (Night EMT)	2 Instructors, 8 Students
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Radiologic Science:

Days of Week:

Room 13-14

Monday 9am-1pm	2 Instructor, 8 Students
Tuesday 9am – 1pm	2 Instructor, 8 Students
Wednesday 8am-4:00pm	2 Instructor, 8 Students
Thursday 9am-1pm	2 Instructor, 8 students
Friday 7:30am-3pm	2 Instructor, 8 students

Approved Instructional prep time:

Monday, Tuesday, Thursday – 7am-9am, 1pm-3pm
 Wednesday – 7am-8am, 4pm-6pm
 Friday – 3pm-5pm

Room 13-15

Monday 9am-1pm	2 Instructor, 8 Students
Tuesday 9am – 1pm	2 Instructor, 8 Students
Wednesday 8am-4:30pm	2 Instructor, 8 Students
Thursday 9am-1pm	2 Instructor, 8 students
Friday 7:30am-3pm	2 Instructor, 8 students

Approved Instructional prep time:

Monday, Tuesday, Thursday – 7am-9am, 1pm-3pm
 Wednesday – 7am-8am, 4pm-6pm
 Friday – 3pm-5pm

Diagnostic Medical Sonography – DMS:

Days of Week:

Room 13-23

Wednesday 9am-8pm	2 Instructors, 8 Students/guests
Thursday 9am-8pm	2 Instructors, 8 Students/guests
Friday 9am-8pm	2 Instructors, 8 Students/guests
Saturday 9am-8pm	2 Instructors, 8 Students/guests
Sunday 9am-8pm	2 Instructors, 8 Students/guests

Approved Instructional prep time:

Wednesday-Friday – 7am-9am

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).

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Requirements: Prior to day of lab

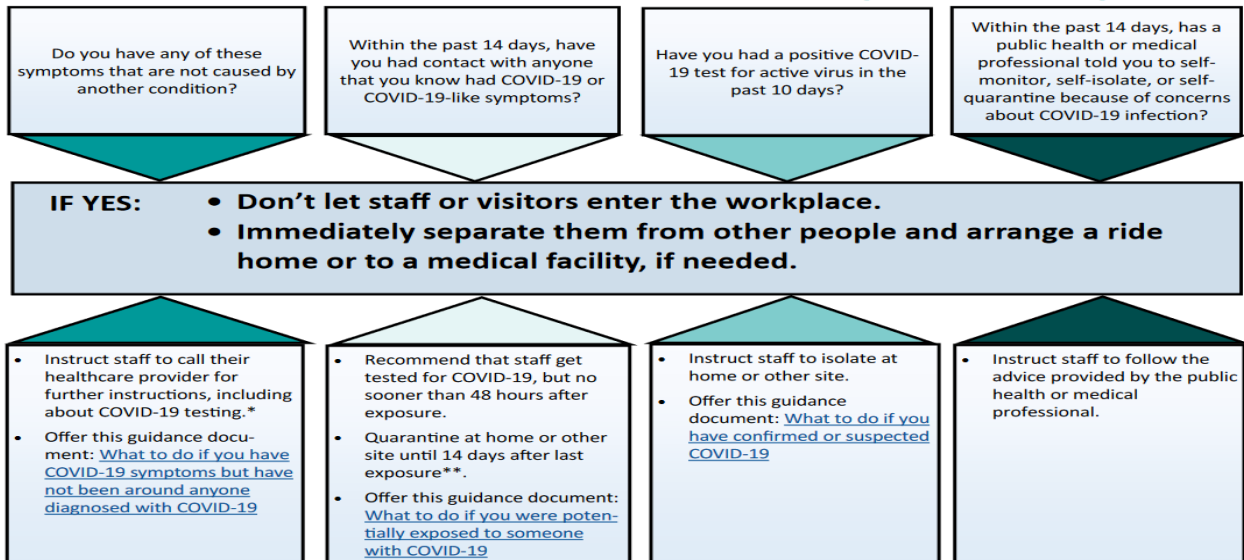
Students, faculty, and approved staff will complete TCC's COVID-19 Allied Health Student Canvas Course prior to participating in lab and will be required to complete it weekly thereafter. Students and faculty must complete the pre-arrival form each time they access the campus.

The Pre-arrival form is available online ([health check screening](#)) and includes health check questions for self-screening.

- An alternate form will be provided upon check-in to accommodate error and/or absence of completion, though it will be used only during extreme circumstances and to prevent negative impact to students (canceled labs).

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. Students could return following the Reporting and Communication Protocol in APPENDIX G 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.

What should a business do if staff or visitors answers "yes" to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Student Requirements: Day of Lab

After submitting the pre-arrival form, an email is auto-generated for the next step of the process related to on campus check-in.

Students will arrive to the designated Pre-Screening station no more than 20 minutes prior to their lab start time wearing approved PPE.

Entrance and Pre Screening Station: Building 13 (West entrance on lower level)

All DMS, EMS, and RS students and staff will check-in at the pre-screening entrance at the lower level West entrance of Building 13 (Mildred Entrance). Here they will complete the “Check-in” online Health Screening and input their temperature once taken. They will also receive a wristband for each day that you come to campus. Staff may check-in at building 14 if necessary.

Due to the high volume of students engaged in face-to-face learning in building 13, on campus check-in procedures for health science students may occur in several areas (south side of Building 10, Mildred street entrance, and Campus Public Safety Office). These locations allow for physical distancing, while offering some protection from adverse weather. These locations also allow for more directed guidance for students to safely enter into the building. Faculty, staff (or designee) will meet students and provide entrance into the building. Faculty will have the option to confirm with the check in station when students are present and complete and meet students at the entrance to the classroom floor. In the event HBPS staff and/or faculty are unable to provide check-in stations, the designated check-in station will be notified and utilized as a back-up.

- Faculty/staff will use PPE suggested by DOH and WA State Higher Ed plans - August 1, 2020.
- Disposable masks will be provided upon entering the health check area for anyone without a personal face covering. Students/faculty/staff would be encouraged to wear a personal face covering to campus.³
- Confirmation of the completion of online pre-arrival check-in form will occur.
- Health check questions (above) will be asked followed by temperature scan (scanner does not touch forehead).
- If all responses are “No”, faculty/student is approved to attend lab and directed to follow building entrance procedure under the direction of staff.
 - Students are directed to enter the building one at a time, allowing appropriate physical distancing while using either the staircase, or elevator.
 - Once inside the building, students will be directed to classroom.
- Student completes the Check-in Form. After submitting the Check-in form, an email is auto-generated for the next step of the process related to campus exit.
- If “YES” was answered to any question or student is found to have a high temperature:
 - Student/faculty/staff will 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

Only one student at a time may proceed in the stairwell to their designated lab. Students will continue to the designated hand hygiene stations/restrooms. 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.

Lab Preparation

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down all specialized equipment and classroom/lab spaces.

Every effort to maximize safety will be made and will include the following:

- Students will be assigned a designated patient care area.
- Barrier method infection prevention and physical distancing of 6 feet between students will be adhered to at all times and may include curtains to define these workspaces.
- 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 except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, each person will have on a gown, goggles or face shield, if involved in doing the skills evaluation.

Use of physical boundaries and floor markings indicating entry and exit points will ensure physical 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. 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.

Lab sections

There will be no greater than ten individuals in the laboratory at one time to ensure physical distancing and may include students, staff, and faculty. Labs will be arranged to create a physically distanced working area for each student and instructor in the room.

Labs that include the same students will be allowed to re-enter the existing space after proper disinfecting procedures have been completed. Where labs commence that include different individuals, custodial services will be performed before additional labs are permitted. Lab equipment, tables, chairs, computers and doors will be disinfected by staff and faculty of the program/division.

Lab Entry Procedures

Programs will use designated area for handwashing & Additional PPE as suggested by DOH/CDC guidelines for medium exposure risk. Students will not be working closely with others unless specified. Each student will be assigned to a patient station > 6' apart.

Hand washing station - Minimum 20 second hand-wash using DOH/CDC guidelines⁵ and check-off by faculty/staff. The use of wall mounted hand dryers will not be permitted.

- PPE Station
 - 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.

General Information

Lockers

- Students will be encouraged not to bring items with them that cannot be kept on their person during lab.
- Students will be discouraged from using the Lockers. If lockers are necessary, additional permission will be granted by the program chair and division dean.

Restrooms

- Students needing to use the restroom will notify the instructor and be excused one at a time to ensure there will be no crowding to allow for physical distancing.
- Disinfecting wipes will be available to wipe down restroom prior to use.
- Upon returning to lab, students will enter through the designated area, perform hand hygiene, and put on required PPE before returning to work station.

Ensuring compliance

- Faculty and staff will provide regular assessment of procedures, including spot-checks for compliance for safety to be kept on file. Instances of non-compliance will be documented, reviewed and reported to Public Safety.

Lab Exit Procedures

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.

Building 13 Exit

Same as entrance: West entrance on lower level (Mildred Entrance).

Guest Policy

Students may bring approved guests into the lab to be scanned. Approved guests must be individuals the student is currently in isolation with and may include children as needed to complete pediatric skills assessment. Approved guests must be faculty approved and will be provided with a copy of the

check-in questionnaire, which will be submitted at the check-in station pre-screening. Guests will also be required to adhere to PPE protocols. 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.

Fit testing

- If at all possible, TCC plans to provide fit tested N95 masks to mitigate risk for healthcare education students participating in clinical activities with our local healthcare partners.
- The student will select a day/time to participate in fit testing on campus.
- The student must adhere to all campus access protocol, i.e. weekly training completion, pre-arrival, check-in arrival, and check-out form completion. The student will report to the south side of Building 10 for temperature reading and fit test procedure.
- The student must provide a medical questionnaire confirming medical history and a lack of pre-existing conditions, or a clearance to participate from a medical practitioner. If the student does not obtain a release, they will still be provided with N95 respirators, with instructions on how to do self-testing, with the understanding that efficacy of the N95 is decreased unless properly fit tested.
- Standing outside the building and ensuring a minimum of 6 feet physical distancing, the student will demonstrate how to effectively don N95 mask. They will be instructed on personal fitting procedures.
- If an appropriate fit seems apparent, the student is invited into the building to participate in the qualitative portion of the fit test procedure. If necessary, the student will be instructed in additional ways to adjust the mask. If a fit test is not feasible, an alternative mask will be offered for fit testing. TCC will maintain a record of the brand/model N95 fit test procedure.

Facilities/Public Safety Considerations

Both Facilities and Public Safety 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 <https://www.aium.org/officialStatements/57>

Workplace COVID-19 decontamination policies outlined by the Center for Disease Control
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

References/Additional Information

1. Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>
2. How to Discontinue Home Isolation <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
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
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>
4. Temperature 100.4 or higher
Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>
5. Hand washing
Fight Germs. Wash Your Hands Demonstration
<https://www.cdc.gov/handwashing/videos.html> 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 face mask, 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

<https://www.osha.gov/Publications/OSHA3990.pdf>

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

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>

9. Cleaning

Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Appendix U: Science (Organic Chemistry, Molecular Biology, and Microbiology)—Building 15

Staffing

Staffing is annotated on the sections below.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Student Pre-entry

Check-in and health screenings will be done at the Building 14 (Public Safety) check in station. The check-in staff will have a list of students/faculty that have completed the pre-check. If the student is not on the list, then the student will not be able to participate.

Student/faculty/staff will use appropriate PPE (face covering).

- Disposable face coverings will be provided upon entering the health check area for anyone without one. Students will be encouraged to wear a personal face covering to campus.

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 documented on their online health screen, and issuing of a wristband.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G
- 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 faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Prior to entering Building 15, 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 is time to come into class/lab.

Student Entry in Class / Lab Building (North Side Entrance)

Students will enter through the Building 15 North Entrance and use the stairwell to proceed to the second and third floors. Face coverings are required whenever students enter the building.

Upon entry, students will do hand hygiene before going up stairwell.

- Only one student is permitted in the stairwell at any given time.
- Every student will be required to use the hand-wash station in the lab for a minimum of 20 seconds using DOH/CDC guidelines and be checked-off by faculty/staff once entering the labs.
- Additional PPE will be handed out to students and made available in the lab.
 - Face coverings: Required
 - Goggles and Aprons: Will be assigned to students and will be in use whenever chemicals are in the laboratory.

Restrooms

- 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.

Choke Points and High-Risk Areas

Areas have been identified at all locations where employees 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.

Student Exit (North Side Entrance)

- Students will dispose of non-reusable PPE in appropriate waste receptacles.
- Students will exit Building 15 via the north side entrance (the same way they came in).



Chemistry (15-324)

Date Range: March 29th – June 7th

CHEM& 263 Winter Schedule – Room 15-324

Section A: Monday 9:00 am – 11:50 am

Section B: Tuesday 4:00 pm – 6:50 pm

Section C: Wednesday 9:00 am – 11:50 am

Staffing

Dr. Kim Davidson and 6 students at a time.

We expect to have a maximum of 6 students per lab in each of the following weeks:

April 12 – April 14

May 17 – May 19

- All regular lab safety rules will be in effect, including no food or beverage in the lab.
- Only six tables and six chairs will be in the lab, and they will be spaced appropriately.
- Students will work alone in each double-hood. Physical distancing will be in effect at all times. There will be tape on the floor to indicate working area.
- Supplies for each lab will be provided in individual kits for each student.
- Goggles and aprons will be assigned to each student.
- Each student will have their own locker as well.
- Students will wipe down / disinfect their hoods and countertops at the end of each lab period. They will then wash their hands before leaving for the day.
- Only one lab session will occur per day, allowing for janitorial cleaning each evening.
- One student at a time will be allowed to use the restroom.
- When the lab is completed, students will wash their hands for twenty seconds prior to leaving.

Microbiology – BIOL& 260 (15-320)**Date Range:** March 29th – June 7th**Time for Lab Availability**

Wednesday	April 14	4:00 – 5:30 pm
Thursday	April 15	9:00 – 10:30 am
Monday	April 19	4:00 – 5:30 pm
Tuesday	April 20	9:00 – 10:30 am
Wednesday	April 21	4:00 – 5:30 pm
Thursday	April 22	9:00 – 10:30 am
Monday	April 26	4:00 – 5:30 pm
Tuesday	April 27	9:00 – 10:30 am

Staffing

Adrienne Scarcella and 6 students at one time.

Most students will be doing their labs at home. We are providing space for students that do not have a safe place to do their labs. Faculty will determine which students will need to use the TCC facility during the first two weeks of class. We will then determine a schedule to meet the student need.

- All regular lab safety rules will be in effect, including no food or beverage in the lab.
- There will be only one student per work-table for a maximum of six students.
- All central tables will be removed.
- Supplies for each lab will be provided in individual kits for each student.
- Goggles and aprons will be assigned to each student.
- Students will wipe down / disinfect their hoods and countertops at the end of each lab period. They will then wash their hands before leaving for the day.
- Only one lab session will occur per day, allowing for janitorial cleaning each evening.
- One student at a time will be allowed to use the restroom.
- When the lab is completed, students will wash their hands for twenty seconds prior to leaving.

Molecular Biology – BIOL& 222 (15-224)**Date Range:** March 29th – June 7th

The following labs will be planned and offered based on demand.

Week 6:

Monday	May 3	2:00 pm – 4:50 pm
Tuesday	May 4	11:00 am – 1:50 pm
Wednesday	May 6	2:00 pm – 4:50 pm
Friday	May 7	10:00 am – 12:50 pm

Staffing

Ken Cushman and 6 students at one time.

This will be an optional in-person lab experience to give students an opportunity to learn some fundamental molecular biology lab techniques. All students will be given the opportunity to come to campus if they wish. Students who do not will be given an online version. Students will sign up for lab times during the first week of the quarter.

- All regular lab safety rules will be in effect, including no food or beverage in the lab.
- There will be only one student per work-table for a maximum of six students.
- Students will maintain at least 6 feet of separation between each other and the instructor at all times.
- All central tables will be removed.
- Supplies for each lab will be provided in individual kits for each student.
- Equipment will be sanitized by the instructor or lab staff between each lab.
- Equipment that cannot be provided individually (eg UV light boxes) will be run by the instructor for students. The instructor will image gels and email data to students.
- Lab coats will be assigned to each student.
- Students will wipe down / disinfect their countertops at the end of each lab period.
- Only one lab session will occur per day, allowing for janitorial cleaning each evening.
- One student at a time will be allowed to use the restroom as per Phase 1.
- When the lab is completed, students will wash their hands for twenty seconds prior to leaving.

Approved Instructional Faculty prep time

On only the specified lab dates above, up to 2 hours pre and post lab times may be used for Instructional prep.

Appendix V: Art – Building 5

Date Range: Mar. 29 – Jun. 11

Days of Week: Monday – Thursday, 12:00 AM – 4:00 PM

Staffing

Staff will include the following:

- Assigned art faculty for the classes in building 5.

Approved Instructional Faculty prep time

Monday and Wednesday – 10:00am-12:00pm, 4:00pm-6:00pm

Tuesday and Thursday – 7:00am-9:00am, 4:00pm-6:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

ART Pre-entry

Art faculty Training: Before students enter the teaching space, each faculty will do a walkthrough of the instructional area. Instructors will set up needed equipment, check on appropriate spacing of student spaces, and set up any other needed materials. Each faculty will spend a substantial portion of the first class portion orienting students to the procedures.

Art student Pre-entry: Check-in and health screenings will be done at Building 14 check in station. Check-in will not be available past 8:00 pm. 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 (Face Covering).

- Disposable or cloth face covering will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face covering 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. They will also receive a wristband.

- If there are changes to the health screening answers the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

- 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 classwork would need to be done online or given an alternate assignment.
 - The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

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.

ART Student Entry and Exit: Building 5 (front building doors)

- The student will enter the Building 5, via the front doors.
 - Enter and exit doors will be indicated with signs.
 - Entrance through South doors
 - Exit through north doors
- Art faculty will monitor the number of students in the building, allowing a maximum of 7 students in the classroom at a time.
- Face Coverings: Required by all students and faculty.
 - The faculty member will give each student entering the space a face covering to wear if they don't have one.
- Hand sanitizer and hand washing will be provided in the lobby.
- Students will exit through the north lobby doors.
 - Leaving the building will be directed by the instructor, maintaining distancing of students
- Faculty will maintain an attendance log with dates and times of attendees.
 - Faculty will log students as they arrive to building 5.
 - Faculty will log as students leave building 5.
- Once the class session is complete, students will use the appropriate disinfecting wipes to clean their art equipment, chairs, and any other areas they had contact with. Once complete, they will proceed to the exit side of the building (south area), continue to the designated restroom, perform hand hygiene, and exit the building through the South lobby doors.
 - Students will complete the online "Checkout" health screening.
 - Students will be dismissed one at a time.
 - Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds.

ART Building 5 Use

- The entry way, lobby restrooms, classrooms # 4, 7.
- The furniture in the lobby will be removed so that students cannot linger.

ART Building 5 Equipment – some students and staff will be allowed to

- Access and use the print tools in classroom 7.
- Access and use the ceramics tools in classroom 4.
- Use TCC art classroom tables and chairs.
- All used equipment will be wiped down by art faculty, immediately follow in their use.
- Facilities is aware of touchpoints to clean between classroom use.

Restrooms

- 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.
- Flow of traffic to and from the bathrooms will be indicated with signs and arrows,

ART Building 5 Classes

- Only 7 or fewer students allowed in a class at one time.
- Hybrid designation of these art classes also builds in online activities:
 - In case health concerns escalate.
 - In case a student is not comfortable attending in person.
- Physical distancing will be required in all classrooms.
 - 6x6 ft. individual area for all art students.
- Only 1 faculty allowed in the classroom at a time.
- Personal Protective Equipment (PPE)
 - Face coverings required for all students and face shields will be used by Faculty to be better heard by students.
- 5-7 Students will meet in the classroom for up to 1 hr.
 - At the conclusion faculty will:
 - Wipe down any needed touch areas.
 - Allow air to circulate by continuing to use exhaust fan.
- Hybrid designation of these art classes also builds in online activities:
 - In case health concerns escalate.
 - In case a student is not comfortable attending in person.
- Physical distancing will be required.
 - 6x6 ft. individual area for all individuals.

Building 5 Sanitizing:

- Art department faculty and art students will:
 - Wipe down any used art equipment to include:

- Print tools and equipment
- Ceramics tools and equipment
- TCC Facilities staff will:
 - Wipe down common use areas.
 - Wipe down common touch points.
 - Clean and sanitize bathrooms.

Appendix W: Music—Building 2 and Building 7

Date Range: Mar. 29 – Jun. 11

Days of Week: Monday, Tuesday, Thursday, 11:00 AM – 9:30 PM

Individual Musician Practice - Building 7: Monday-Friday 9:00 AM – 5:00 PM.

Staffing

Staff will include the following:

- Assigned music faculty for the classes in building 2.
- Accompanist hired to work with the TCC vocal students and ensembles.
- Paid guest presenters will follow campus required temperature checks and required PPE (face coverings).

Approved Instructional Faculty prep time

Monday, Tuesday and Thursday – 9:00am-11:00am

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

MUSIC Pre-entry

Music faculty training: Before students enter the teaching space, each faculty will do a walk-through of the instructional area. Instructors will set up needed equipment, check on appropriate spacing of student spaces, and set up any other needed materials. Each faculty will spend a substantial portion of the first class orienting students to the procedures.

Music student/faculty/staff Pre-entry: Check-in and health screenings will be done at Building 14 check-in station. Check-in will not be available past 8:00 pm. The check-in staff will have a list of those who have completed the pre-check. Anyone who has not will be unable to check-in.

Student/faculty/staff will complete a Health Screening at check-in to re-acknowledge health questions and verify that they have completed the Safety Training, followed by a temperature scan.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Student/faculty/staff will complete the online check-in where they will document their temperature.

- A temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their classwork would need to be done online or given an alternate assignment.

- The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
- The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Student/faculty/staff will use appropriate PPE (face covering).

- 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 covering to campus.

Prior to entering the building students will be instructed to wash their hands, to not 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.

Stage 1: Effective until authorized by college President to proceed to Stage 2

BUILDING 2

Building 2 Music Student Entry and Exit: front lobby doors)

- The student will enter the Building 2, via the front lobby doors.
 - Enter and exit doors will be indicated with signs and arrows.
 - North lobby doors will be entrance.
 - South lobby doors will be exit.
- Music faculty will monitor the number of students in the building, allowing a maximum of 7 students in the building at a time.
- Face Coverings: Required by all students and faculty.
 - The faculty member will give each student entering the space a mask to wear if they don't have one.
- Hand sanitizer and hand washing will be provided in the lobby.
- Students will exit through the south lobby doors.
 - Leaving the building will be directed by the instructor, maintaining distancing of students.
- Faculty will maintain an attendance log with dates and times of attendees.
 - Faculty will log students as they arrive to building 2.
 - Faculty will log as students leave building 2.
- Once the class session is complete, students will use the appropriate disinfecting wipes to clean their music equipment, music stands, music chairs and any other areas they had contact with. Once complete, they will proceed to the exit side of the building (south area), continue to the designated restroom, perform hand hygiene, and exit the building through the South lobby doors.
 - Students will complete the online Health Screening checkout form and be dismissed one at a time.

- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Face covering will be kept on until exiting the building)

Building 2 Areas of Use

- **Lobby:**
 - Used for entry and exit.
 - Students will enter the building through the north lobby doors.
 - The instructor will temperature check and log attendance.
 - Students will use hand sanitizer upon entry of building 2.
 - The instructor will direct the student to the assigned auditorium seat or stage seat.
- **Lobby restrooms**
 - Only one student allowed to use at a time.
 - Exit to the lobby through the south.
 - Entry back into the auditorium through the north.
 - Flow of traffic indicated by signs and instructor directions.
- **Auditorium Seats:**
 - Used for non-performance instruction (social/emotional and aesthetic learning).
 - Specified auditorium seats will be used, maintaining at least 6ft distancing between students.
 - Signs will indicate what seats are to be used or not used.
 - Only 8 seats will be available for use in the front middle section of the auditorium.
 - The professor will direct traffic of students as they enter the building, and what seats they should use.
- **Stage area (STAGE 2 ONLY)**
 - Used for controlled ensemble rehearsals.
 - Music chairs and music stands will be placed by the instructor:
 - In taped off areas indicating required distancing.
 - 6x6 for most instruments.
 - 6x9 for trombones.
 - Larger areas will be taped off and labeled for percussion use.
 - Area of space depends on the equipment needed.

Building 2 areas NOT to be used

- These areas will not be used in instruction and will be labeled with signs and taped off:
 - Back stage restrooms
 - Back stage lofts
 - Sound/light booth
 - Back stage exits (North, East, and South backstage doors)
- Furniture in the lobby will be removed.

Building 2 Music Equipment to be Used (STAGE 2 ONLY)

- Access the acoustic piano on the building 2 stage.
- Use TCC music stands and chairs.
- Some percussion equipment.
 - Musicians will provide their own mallets.
 - Percussion equipment will not be shared.
- Some sheet music may be provided at times, but will likely be scanned for student use.
 - Returned music will be put in quarantine for at least 1 week.
- All used music equipment will be wiped down by music students and/or faculty, immediately following their use.

Restrooms

- 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.
- Flow of traffic to and from the bathrooms will be indicated with signs and arrows.

Building 2 Music Instruction (not playing instruments) (STAGE 1)

- Only 7 students allowed at class at one time.
- Personal Protective Equipment (PPE):
 - All in attendance must wear appropriate PPE.
 - Face coverings required at all times.
- Only 30 minutes of instruction for each group of student.
 - First rehearsal group meets for up to 30 minutes.
 - Take 15 minute break.
 - Students exit building at this time.
 - Faculty will sanitize any needed touch areas.
 - Allow air to circulate.
 - Might need longer time depending on air exchange analysis.
 - Group 2 meets for next 30 minute session.
 - Sanitizing process repeated after this session.
- Hybrid designation of these music classes also builds in online activities.
- Physical distancing will be required.
 - 9x9 ft. individual area for all musicians.
- Instructor will use microphone and PA for teaching directions.

Building 2 Music Rehearsals (playing instruments in groups) (STAGE 2 ONLY)

- Maximum of 15 students allowed at rehearsal at one time.
- Community volunteer musicians will not be allowed on campus, and can participate via remote tools.
- Personal Protective Equipment (PPE):

- All in attendance must wear appropriate PPE.
- Face Coverings required for all.
- Water keys will be emptied into personal cloths, or puppy pads.
- Brass and woodwind bell covers or bags will be required.
- Musician masks required when playing
- Only 30 minute rehearsals for each group of students.
 - First rehearsal group meets for up to 30 minutes.
 - Take 30 minute break.
 - Students exit building at this time.
 - Wipe down any needed touch areas.
 - Allow air to circulate.
 - Might need longer time depending on air exchange analysis.
 - Group 2 meets for next 30 minute session.
 - Sanitizing process repeated after this session.
- Hybrid designation of these music classes also builds in online activities.
- Physical distancing will be required.
 - 9x9 ft. individual area for all musicians.
- Instructor will use microphone and PA for teaching directions.

Building 2 Music Rehearsals (playing instrument in solitary practice) (STAGE 2 ONLY)

- Only 1 student allowed to practice at one time in building 2, on stage area.
- Personal Protective Equipment (PPE):
 - Student must wear appropriate PPE.
 - Face Coverings required.
 - Water keys will be emptied into personal cloths, or puppy pads.
 - Brass and woodwind bell covers will be required.
 - Musician masks required when playing
- Only 60 minute rehearsals for each student
 - Take at least 30 minute break before next practice session or class.
 - Wipe down any needed touch areas.
 - Allow air to circulate.
 - Might need longer time depending on air exchange analysis.
 - Sanitizing process repeated after this session.
 - Student exit building at this time.
- Music faculty will help train any music students needing practice space to:
 - Follow TCC health check process.
 - Follow sanitizing process for music equipment.
 - Follow Music Dept. communication process.
 - Coordinate with Music Dept. Chair for allowed practice times.
 - Log arrival and departure dates and times.
- Communicate with TCC Public Safety to access Building 2.
 - Communicate arrival to open building.

- Communicate leaving campus to secure building.

Building 2 Equipment needed

- Music Department will use a portable PA system to amplify instruction and announcements.
- Face coverings – disposable masks for those students/faculty without personal face coverings.
 - Music specific masks purchased if possible.
- Sufficient containers of Quaternary-alcohol germicidal sani-cloths or similar, or Cavicide spray.
- Portable hand-gel stations (2 in the lobby of building 2, placed by entrance and exit doors).

Building 2 Sanitizing

- Music department faculty and music students will:
 - Wipe down any used music equipment.
 - Music stands
 - Music chairs
 - Percussion instruments
 - Piano or keyboards
 - PA equipment
- TCC Facilities staff will:
 - Wipe down common use areas.
 - Wipe down common touch points.
 - Clean and sanitize bathrooms.

Individual Musician Practice – Building 7, room 171

Monday-Friday 9:00 AM – 5:00 PM.

Staffing

One staff at the front door. This person will monitor the number of students in room 171, ensuring that there is only 1 at a time.

Student Entry: Building 7 - Library (front sliding doors)

- The student will enter the Library, building 7, via the front sliding doors.
- Hand sanitizer will be provided at the front, as well.
- Custodial staff will sanitize the frequently used surfaces on a periodic basis according to instructions from facilities.

Room 171 Use

- This room will only be available by appointment for students to use for individual music practice.
- Room 171 schedule
 - Students will be allowed to use the space for 60 minutes at a time

- The room will be left vacant for at least 45 minutes between students, to allow custodial cleaning and air circulation.
- Use of this space will be by appointment only, during the operational hours of the library (Mon-Fri 9:00am-5:00pm).
- Music faculty will communicate room use with library, custodial, and Public Safety staff at least 24 hours in advance of each reservation.
- Prior to using room 171, students will be trained with an orientation on entering, using, and sanitizing the space in room 171. Music faculty will provide this training.
- Students will follow all check in protocols for coming to campus, including:
 - Make a practice reservation at least 24 hours before using the space.
 - Complete the pre-arrival online health screening.
 - The day of the reservation the student will check into Building 14 for screening and a wristband.
 - The student would then come to the Library to use the room.
 - When leaving the campus, the student will complete the online check out.
- Students that use this practice space will be required to:
 - Follow a checklist outlining safety and cleaning requirements for this space.
 - Wear a face covering unless playing their instrument.
 - Clean music stands and equipment before leaving the space.

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 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 X: Computer Lab and Study Space - Building 7

Computer Lab and Study Space Schedule:

Date Range: Jan. 4-Mar. 19
Days of Week: Monday – Friday 9:00am – 5:00pm

Staffing:

- One staff at the front door. This person will ensure that students with computer lab appointments have checked in at building 14.
- One staff at library front desk. This person will direct students to the appropriate workstation in the computer lab area.
- One staff will monitor the computer and study areas to ensure physical distancing and provide assistance if needed.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Computer Lab/Study Space Pre-Entry

- Students call or email appointment requests in 2-hour blocks to be entered into a staff-shared file.
- Students arrive ten minutes before scheduled appointment and check in at Building 14 with Public Safety.

Computer Lab/Study Space Entry (Library Building 7 front sliding doors)

After checking in at Building 14, students will enter the Library, building 7, via the front sliding doors.

Computer Lab Use

- Proper face coverings will be worn at all times.
- Hand sanitizer will be provided in the foyer.
- There are 5 available workstations in each of 2 different sections of the room, for a total of 10 students per hour, maximum. Available workstations are spaced apart to maintain proper physical distancing.
- All students and staff will maintain 6 feet distance from each other when possible.

Study Space Use

- Proper face coverings will be worn at all times.
- Hand sanitizer will be provided in the foyer.
- There are 2 available study tables in each of 2 different sections of the room, for a total of 4 students per hour, maximum. Available study areas are spaced apart to maintain proper physical distancing.
- All students and staff will maintain 6 feet distance from each other when possible.

Appointments & Cleaning

- Workstations and study spaces will be sanitized between each use.
- Appointment schedule includes regular intervals for cleaning throughout the day. Custodial staff will clean and sanitize the touch points and other areas that require sanitation.
 - Cleaning Schedule by custodial staff:
 - 12pm - 12:30pm
 - 2:30pm - 3pm

Restrooms

- Only one rest room will be available for students in the Library foyer.
- Students and faculty/staff will use the restroom one at a time.
- Students and faculty/staff will wash their hands using soap and water for a minimum of 20 seconds before returning to the computer lab.

Computer Lab/Study Space Exit (Library Building 7 front sliding doors)

- Students will exit the library via the front sliding doors.

Appendix Y: Counseling Services - Building 13 Room 265

Counseling Services Schedule:

Date Range: Mar. 29 – Jun 7
Days of Week: Wednesdays 9:00am – 4:00pm

Staffing:

- 1 staff/faculty (Dr. Dave Howard) and 1 student per appointment session. There could be up to but no more than 2 students depending on the service level needed.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Counseling Services Pre-Entry

- Students will email appointment requests in 1-hour blocks.
- Dr. Howard will send an email to students with campus reporting instructions.
- Students arrive ten minutes before scheduled appointment and check in at Building 14 with Public Safety.

Counseling Services Entry (North Entrance- Building 13)

- After checking in at Building 14, students will go to the North Entrance of building 13 (the entrance facing building 10).
 - Dr. Howard will meet the student at the entrance, ensure they have completed the check-in process at building 14, and lead them up to the 2nd floor to room 265.

Counseling Services Classroom Use

- Proper face coverings will be worn at all times.
- Hand sanitizer will be provided.
- There will be 2 tables set up at a minimum of 6 feet apart. Dr. Howard will be at one table, and the student will be at the other.
- All students and staff/faculty will maintain 6 feet distance from each other when possible.

Appointments & Cleaning

- Dr. Howard will send an email with the appointment schedule for the week to Public Safety and Colin Turner no later than the day prior to ensure they are aware that the space will be used that week.
- Dr. Howard will use provided sanitizing wipes to clean and sanitize the table and chair between each appointment.
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation throughout the day when possible, but at least at the end of each day the classroom is used.



Restrooms

- Students and faculty/staff will use the restroom one at a time.
- Students and faculty/staff will wash their hands using soap and water for a minimum of 20 seconds before returning to the computer lab.

Counseling Services Exit (East Entrance, building 13)

- Students will exit the classroom via stairwell or elevator and proceed through the east entrance front sliding doors.

Appendix Z: Bookstore Textbook Drive-up Plan

Date Range: March 22 – April 21
Days of Week: Monday – Friday

Main Campus Schedule

Monday, March 22 nd	10 am to 2 pm
Thursday, March 25 th	10 am to 5 pm
Friday, March 26 th	10 am to 2 pm
Monday, March 29 th	10 am to 3 pm
Tuesday, March 30 th	10 am to 2 pm & 4 pm to 6 pm
Wednesday, March 31 st	10 am to 2 pm & 4 pm to 6 pm
Thursday, April 1 st	10 am to 3 pm
Friday, April 2 nd	10 am to 2 pm
Monday, April 5 th	10 am to 3 pm
Tuesday, April 6 th	10 am to 3 pm
Wednesday, April 7 th	10 am to 2 pm
Thursday, April 8 th	10 am to 2 pm
Friday, April 9 th	10 am to 2 pm
Monday, April 12 th	10 am to 2 pm
Tuesday, April 13 th	10 am to 2 pm
Wednesday, April 14 th	10 am to 2 pm
Thursday, April 15 th	10 am to 2 pm
Monday, April 19 th	11 am to 1 pm
Tuesday, April 20 th	11 am to 1 pm
Thursday, April 21 st	11 am to 1 pm

Gig Harbor Campus Spring 2021 Schedule

Tuesday, March 23 rd	10 am to 3 pm
Thursday, March 25 th	10 am to 3 pm
Tuesday, March 30 th	10 am to 3 pm
Wednesday, March 31 st	4 pm to 6 pm
Thursday, April 1 st	10 am to 3 pm
Monday, April 5 th	10 am to 3 pm
Wednesday, April 7 th	4 pm to 6 pm
Thursday, April 8 th	10 am to 3 pm

Staffing

No more than 8 staff members per day from 8:00am-4:30pm.

Campus textbook and lab materials pick-up procedures

- See route map below for on campus directions. Students should arrive on campus via 12th street entrance and follow signs to J lot behind building 7.
- Check in with Public Safety (one safety officer) who will radio to the Bookstore. The Bookstore will radio back to the safety officer with empty parking stall number. The safety officer will then tell the person in the car what stall to park in.
- The parking stalls next to building 12 will be assigned numbers to help with directions and to free up the need for an additional safety officer.
- Students will park and walk to the loading dock with their ID and sign for their pickup. Students are required to physical distance and wear face coverings when on campus.

Bookstore staff will be physical distancing, wearing face coverings and gloves. They will also be washing hands frequently throughout the day.

Purchase online: For students who have access to the internet and a credit card. Please place your order online at <https://www.tacomacc.edu/tcc-life/campus-services/bookstore> click shop online. All orders are being shipped to you free of charge. (Preferred method)

Agency accounts and cash: For agency funded students and cash purchases please reserve your books at <https://eposweb-427.sequoiars.com/ePOS?store=427&form=reservations.html&design=427>.



Appendix AA: Food Pantry Distribution

Pantry Distribution Schedule

Days of Week: Tuesday, Wednesday Thursday 10:00 AM-4:00 PM
Drive up or appointment only

- Individual appointments for pick up in Parking Lot M next to Building 17.
- Drive up pick up available in Parking Lot F from 2-4pm on Thursdays with possible expansion if demand requires.

Drive up distribution

- Staff will sign out van from Public Safety.
- Retrieve van from maintenance area and pick up safety cones and pop-up tent.
- Load van with food product from bld. 17.
- Set up in parking lot "F" for food distribution (cones and pop-up tent).
- Students drive to parking lot F and pull up in front of Van.
- Students enter when possible from North and exit South – cone will be set to direct.
- If needed an additional person will help direct traffic.
- Staff member approach with food and will wear face covering and gloves.
- Will track students through their ID number.
- Student will exit parking lot.
- Return van to maintenance area and wipe down exterior and interior touch points.
- Return keys to Public Safety.

Individual appointments

- Student will make individual appointment and be given instructions on pick up.
- The student will drive up at the bottom of the stairs in Parking lot M.
- Student will enter from the North and Exit from the South.
- Staff member will meet the student at the bottom of the stairs and hand off bags of food.
- Staff member will wear face covering and gloves.

Appendix AB: Computer Lab – Gig Harbor & GH Fresh Start Advising

Computer Lab Schedule & Learning Center:

Date Range: Mar. 29 – June 11

Days of Week: Tuesday and Thursday 9:00am – 5:00pm

Staffing:

- One staff at the front lobby. This person will ensure that students with computer lab appointments have checked in at TCC Gig Harbor.
- One staff will monitor and direct students to the computer area to ensure physical distancing and provide assistance if needed.
- One staff in the Learning Center.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Computer Lab/ Learning Center Pre-Entry

- Students call or email appointment requests in 2-hour blocks to be entered into a staff-shared file.
- Students arrive ten minutes before scheduled appointment and check in at Gig Harbor.

Computer Lab/ Learning Center Entry

Students will report to the front lobby entrance for check-in. After checking in, students will be directed to computer lab (room 101 or 107) via lobby.

Computer Lab Use

- Proper face coverings will be worn at all times.
- Hand sanitizer will be provided in the foyer.
- There are 8 available work stations in room 101 and 4 work station in room 107, for a total of 12 workstations every 2 hours. Available workstations are spaced apart to maintain proper physical distancing.
- All students and staff will maintain 6 feet distance from each other when possible.

Learning Center Use

- Proper face coverings will be worn at all times.
- Hand sanitizer will be provided in the foyer.
- There are 1 available study table for a total of 1 student per 2 hour, maximum. Available study areas are spaced apart to maintain proper physical distancing.
- All students and staff will maintain 6 feet distance from each other when possible.

Appointments & Cleaning

- Workstations will be sanitized between each use.
- Appointment schedule includes regular intervals for cleaning throughout the day. Staff will clean and sanitize the touch points and other areas that require sanitation
- Cleaning Schedule by custodial staff:
 - 12pm - 12:30pm
 - 2:30pm - 3pm

Restrooms

- Only two rest rooms (1 Male/1 Female) will be available for students in the Lobby area.
- The student will wash their hands using soap and water for a minimum of 20 seconds before returning to the computer lab.

GHC Computer Lab/ Learning Center Exit

- Students will dispose of non-reusable PPE in appropriate waste receptacles.
- Students will exit GHC via side entrance to the left of the lobby (opposite the check in entrance).

Appendix AC: Fresh Start Building 12

Date Range: Mar. 29 – June 7
Days of Week: Monday 11:00 AM – 1:00 PM (Engl 85/95)
Wednesday 8:00AM-10:00AM (Engl 85/95)
Friday 12:00PM-5:00PM (Dinner and a Documentary)

Staffing

Mon/Wed – Blaine Hunt and no more than 16 students at a time.
Friday – 2 Fresh start staff and no more than 16 students at a time.

Dinner and a Documentary Process

Students will sign up by appointment to ensure the capacity does not exceed 16 students each Friday. We will watch a documentary with one or two staff members present and then have a facilitated discussion after the film ends. On the way out, students will be given dinner to go (we will not be eating in the room).

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Student Pre-entry

Check-in and health screenings will be done at the Building 14 (Public Safety) check in station. The check-in staff will have a list of students/faculty that have completed the pre-check. If the student is not on the list, then the student will not be able to participate.

Student/faculty/staff will use appropriate PPE (face covering).

- Disposable face coverings will be provided upon entering the health check area for anyone without one. Students will be encouraged to wear a personal face covering to campus.

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 documented on their online health screen, and issuing of a wristband.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G
- 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 faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
- The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Prior to entering Building 12, 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 is time to come into class.

Student Entry in Building 12 (North Entrance next to Building 11 back dock)

Students will enter through the Building 12 North Entrance and use the stairwell to proceed to the second floor. For students that cannot use the stairs, there is an elevator on the first floor that can be used. Face coverings are required whenever students enter the building.

- Only one student is permitted in the stairwell at any given time.

Restrooms

- The restroom is located on the same floor as the classroom (2nd floor).
- Only one person at a time will be allowed to use the restroom. Staff will place signs on the 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.

Choke Points and High-Risk Areas

Areas have been identified at all locations where employees and students typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.

Student Exit (North Side Entrance)

- Students will exit Building 12 via the North Entrance (the same way they came in).

Appendix AD: BAS and Workforce Programs –Building 19 Top Floor Office Wing

BAS Programs Office Schedule

Date Range: Ongoing

Days of Week: Monday – Friday 8:00am – 5:00pm

Note: There will be no face to face student services offered for this schedule. This is for employee office work only.

Staffing

- There are 13 employees in the Workforce/BAS area, but not all at the same time.
- 7 employees would work for 5 hours on Monday and Wednesday, and the other 6 would work for 5 hours Tuesday and Thursday. The employees will have assigned days as to ensure there are no more than 7 at one time and that there is appropriate distance.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in APPENDIX F.

Daily Check-in Procedures

Upon arrival to campus, staff will check in at the building 14 check-in area located at the entrance of the building.

Entry/Exit for Building 19

Staff will enter and exit through the Northeast lower level door and take the staircase directly to the 2nd floor where their offices are located.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use. (APPENDIX AB)

Restrooms

- The restroom is located at on the bottom floor next to the staircase. Employees will go to the restroom one at a time. Restrooms have signs allowing only 1 person at a time.
- The employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks will be taken in separate locations, either in their office, outdoors, or in the bldg. 19 breakroom; only one person will be allowed in breakroom at any given time; wipes will be available to sanitize any used surfaces in the breakroom.

Room Use (Office Space)

- Proper face coverings will be worn during all interactions.
- Hand sanitizer is available for use. There will also be hand sanitizer available near the copy machine.
- Maximum 7 occupants in the area at one time.
- Each employee has their own office space, so there will never be another person using their space or computer.

Cleaning:

- Individual workstations will be sanitized by each employee.
- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use. (APPENDIX AB)
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.

Appendix AE: 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 AF: References/Additional Information

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

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

² **How to Discontinue Home Isolation**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

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 Masks from the Washington State Department of Health

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

⁴ **Temperature 100.4 or higher**

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

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>

⁵ **Hand washing**

Fight Germs. Wash Your Hands Demonstration <https://www.cdc.gov/handwashing/videos.html>

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

<https://www.osha.gov/Publications/OSHA3990.pdf>

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

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>

9 Cleaning

Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

10 CDC Guide to Wear Masks

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>