Green River College

Pandemic Re-Opening Plan

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Background

In January 2020, the United States was impacted by COVID-19. COVID-19 is a respiratory illness spreading from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States.[1] The Center for Disease Control and Prevention (CDC) developed guidance for employers to support their efforts in operational continuity.

In March 2020, Washington State Governor Inslee issued a directive to close in-person learning for K-12 and Higher Education. With this directive, Green River College adjusted course and instructional support services to online/remote/and virtual learning. Shortly after, all services were transitioned to online/remote/virtual and the physical campus and campus branch locations were closed.

The COVID-19 Pandemic impacted the entire Green River College community. For the purpose of this plan, the campus community includes, but is not limited to, students, faculty, staff, visitors, volunteers, campus contractors, private entities, and volunteer organization.

Overview

The Green River College (GRC) Pandemic Re-Opening Plan is intended to guide campus leadership in determining the safest assessment on what capabilities and resources are needed to maintain a safe and secure learning and work environment when addressing the complexity of a public health crisis. The Pandemic Re-Opening Plan provides a framework to resume campus operations within reason and as permitted during a pandemic outbreak. This plan is deployed to support recovery activities as outlined in the GRC Emergency Operations Center (EOC) Plan.

- The **re-opening** to campus will occur in measured steps, guided by statewide directives, and informed by our public health needs, ability to mitigate impacts, and the response of our communities.

- Our approach has been to be transparent and work together to create a safe place.

- Development of Guiding Principles and Thoughtful Actions

- Protect the Health and Safety of our employees and students

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[1] Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) April 16, 2020.

- Use an equity lens for recovery efforts to enhance people's physical, emotional and financial well-being, with particular attention to our diverse communities, individuals experiencing homelessness, individuals with disabilities, veterans, as well as those experiencing unemployment, poverty, and food insecurity.

Guiding Principles

Implement a phased-in approach: GRC campuses and employees prepare for programs and support services to be onboarded slowly and deliberately; develop a phased-in approach for when certain programs and supports will open based on their ability to address the Governor's 26 steps. Develop specific guidance around the phases of return for employees, students, and the general public.

Maintain essential physical/social distancing and other public health requirements: GRC campuses and will need to maintain physical distancing, prevent touching of surfaces, construct barriers, and make modifications, as necessary, to keep employees, students, and the public safe.

Implement requirements for employers and students: keep the workforce healthy and allow campuses to reopen and stay open by: frequent handwashing and worksite cleaning; screening and clear plans if an employee becomes ill, including contact tracing/notification to other workers and students; worker training; adequate supplies available for worker protection; and teleworking, when possible.

Protecting Employees and Students

Protect all individuals including high-risk populations: stay at home, telecommute, physical distancing for the most high-risk people, including employees, students and CCA residents, and high-risk groups; utilize support services for various student groups including homeless, food insecure, unemployed, veterans, undocumented, etc.

Prevent the spread: provide screening and monitoring of campus buildings and programs; continue cleaning protocols, and socials distancing campaigns.

Ensure access to personal protective equipment (PPE): employees and students working with need access to PPE and not increase the risk of spreading the virus.

Treat equitably and compassionately: the most marginalized populations impacted by COVID-19 must be treated with care and compassion, regardless of their situation, health status or ability to pay for treatment.

Objective

The following EOC performance objectives provide guidance in determining the safest and most efficient process for resuming campus operations:

Priority I: Protect lives.

Priority II: Protect and preserve property and the environment.

Priority III: Maintain continuity of educational activities.

Priority IV: Restore essential systems and services.

Priority V: Resume normal operations.

In the fluidity of a pandemic outbreak, it is challenging to clearly define transitional indicators to implement individual phases of re-opening. The National Center for Disease Control and Prevention (CDC) identified three key concepts[2] to guide the "get and keep America open." These key concepts are:

- **Minimize the chance of exposure**
  The most common way to catch the virus that causes COVID-19 is from close contact with other people. Avoiding gatherings of people and practicing social/physical distancing can help reduce the chances of exposure to the virus.

- **Promote the use of everyday preventive actions**
  Some common practices can lower the risk of infection. Clean your hands, cover coughs and sneezes, and follow recommendations or local or state orders for wearing cloth face covering to reduce the spread of infection.

- **Protect high-risk populations**
  Certain groups of people have a higher risk of developing serious illness from COVID-19. To keep our families and communities safe and healthy, it is important to take steps to protect older adults, people with underlying health conditions, people facing homelessness, incarcerated or detained people, and people who work in healthcare or other critical infrastructure jobs.

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[2] Get and Keep America Open: Supporting states, tribes, localities, and territories April 2020

Personal Health and Safety Standards

The importance of personal health and safety dictates the need to establish institutional standards for infection prevention for all campus community members. Protecting faculty, staff and students is possible by a unified commitment to follow good hygiene and basic infection control practices.

"Basic Infection Control Practices" are:

- **Stay home if you are sick** or have signs and symptoms of illness. Daily self-assessment must be an honest assessment of personal health. If you think you are showing signs of illness, practice caution.

- **Frequently and thoroughly wash hands**. When soap and running water is not immediately available, use alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

- **Practice 'respiratory etiquette,'** including covering coughs and sneezes.

- **Routinely clean and sanitize** frequently touched surfaces.

With the aggressive and unique nature of a pandemic outbreak, there is a need to assess implementation of more advance infection prevention practices on campus. The CDC recommends the additional prevention practices below to address the concerns with the coronavirus pandemic outbreak:

- **Cover your mouth and nose with a cloth face cover when around others.** Everyone should wear a cloth face cover when going out in public. Continue to practice social distancing between yourself and others. The cloth face cover is not a substitute for social distancing. The cloth face cover is meant to protect other people in case you are infected.

Additional pandemic outbreak administrative control recommendations from the Federal Occupational Safety and Health Administration (OSHA)[3] are as follows:

- **Minimize contact** among workers, clients, and customers by replacing face-to-face interactions with virtual communications and implementing telework if feasible.

- **Establish alternating days or extra shifts** that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work.

- **Discontinue non-essential travel** to locations with ongoing COVID-19 outbreaks.

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[3] OSHA 3990 March 2020

- **Provide up-to-date COVID-19 education** for workers on COVID-19 risk factors and protective behaviors.

- **Train workers on use of protective clothing and equipment** if required to use as part of their employment. Training shall include how to put it on, use/wear it, and take it off correctly, including the context of their current and potential duties.

Reducing Work-Related Hazards

Engineering controls involve isolating employees from work related hazards. Implementing these types of controls helps reduce exposure to hazards without relying on worker behavior and be the most cost-effective solution to implement. Engineering controls[4] for SARS-VoV-2 (referred to commonly as COVID-19) include:

- **Providing easy access to self-serve hygiene and sanitization materials**.

- **Installing high-efficiency air filters** where able.

- **Increasing ventilation rates** in the work environment.

- **Installing physical barriers,** such as clear plastic sneeze guards.

Additional engineering controls in the campus environment include:

- **Implement social distancing seating** where able. This could include adjusting current classroom occupancy; modifying furniture arrangement in classrooms, offices, and common spaces; and/or designating a new use for some spaces.

- **Implement social distancing standing** where able. This could include use of floor markings or stanchions as social distance markers.

- **Evaluate building occupancy.** If necessary, implement measures to minimize building occupancy to support the efforts of social distancing, especially in public corridors and common spaces.

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[4] OSHA 3990 March 2020

Higher Education & Critical Infrastructure Workforce Training Restart (26 Steps)

Prior to recommencing work and approved instructional programs all employer/training providers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan . Higher education institutions and training providers are encouraged to continue remote learning as much as possible to limit in-person interactions.

- All programs are required to post at each location written notice to employees and government officials the Phase 1 work and instructional programs that will be performed at that location and signed commitment to adhere to the requirements listed in this document.

- All programs have a general obligation to keep a safe and healthy location in accordance with state and federal law.

- All programs are also required to comply with the COVID-19 location-specific safety practices, as outlined in Gov. Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25.

Operational Re-opening Levels

In support of EOC priority objectives, and through application of the CDC's key concepts, the re-opening process was divided into three levels as Closed (red), Restricted (yellow), and Limited (green). The operational re-opening levels were developed by review and assessment of past, present, and predicted situational impacts and needs of a pandemic outbreak as guided by the National Center for Disease Control and Prevention (CDC), Washington State Department of Health, the Office of the Governor. Ongoing review

Safety

Entry is based on the recommendations and direction of the Washington State Department of Health and the Office of the Governor, in coordination with the King County Department of Health.

RESTRICTED (Yellow)

Campus Status:
Partially Closed – restricted access to buildings / no on-campus student services; remote (virtual) services may be delivered.

**Academic/Instructional
Activities:** Online/Virtual

This level allows for the re-opening of those who need access to retrieve vital records or perform essential on-campus support functions. Access is to be limited to critical/essential job related duties/tasks that cannot be performed off-campus through telework assignments and may include time restrictions by function and building. The following are examples of eligible personnel:

- Building contractors and repair service providers
- Staff
- Faculty

During this level of re-opening, limited on-campus services may be permitted if deemed essential for business continuity by college leadership. Such services may include: payroll, bookstore, technology pick-up only, and access to emergency support services and Gator Pantry distribution.

LIMITED (Green)

Campus Status:
Partially open – limited access to buildings / most on-campus services open; remote (virtual) service delivery may also continue to supplement on-campus services

Academic/Instructional Activities:
Online with limited on-campus learning activities

Employee Activities – Return-to-Workplace Implementation:
This level allows re-opening for the majority of staff and faculty following the guidance and direction of the Washington State Department of Health and the Office of the Governor. In matters of pandemic, the Department of Health uses science and data to determine high exposure risk populations.

Access to campus may be restricted for those who are considered to be a high exposure risk population.

Return-to-Workplace Phase Implementation (Limited [Green] Status)

Employee Guidelines

Green River College has established **flexible** return-to-workplace protocols to support employees' safe transition back to the campus:

- Employees are encouraged to continue working remotely, whenever possible.

- Supervisors are encouraged to develop alternating schedules/shifts between staff returning to the workplace and working remotely.

- Supervisors are encouraged to work with facilities and operations in evaluating and adjusting work space to support best method for social distancing, and where social distancing is inhibited, to strategically establish alternative options. If the work space does not seem to accommodate social distancing, please contact your supervisor.

- In the event, you need an accommodation to perform your job responsibilities on campus, please contact appointing authority, a supervisor, and Human Resources.

- Employees who have tested COVID-19 positive, or report any symptom of COVID-19, should not return to the workplace until they are free of all symptoms for at least 14 days, without use of any medication that might mask the symptoms (i.e. fever-reducing medicine, cough medicine, etc.) AND havebeen approved to return to work by a medical provider. Documentation may be requested in alignment with Human Resources protocols and contractual agreements.

Employee Wellness

Each employee is asked to practice daily wellness self-assessments as recommended by the CDC and Washington State Department of Health:

- Take your own temperature twice each day – once before entering the workplace and once after work.

- Proactively follow **basic infection control practices** as described on page 4.

   o Wear a face covering
   o Cover when you cough or sneeze
   o Frequently and thoroughly wash your hands
   o Routinely clean and sanitize frequently touched areas in your workspace

- If you feel ill or have any COVID-19 symptoms during the work day, please notify your supervisor as soon as possible; separate yourself from your coworkers; and prepare to leave for the day.

   o Advise your supervisor of all whom you may have been in close contact with and which spaces you visited during your time on campus.

   o Supervisors report notifications to Campus Safety and Human Resources (see pages 31-34).

PHASE I Return

During Phase I of the operational re-opening - Limited campus period – the campus is partially open with limited access to buildings with allowance of most staff being able to work from their on-campus workspace. There is limited in-person services for students and guests during Phase I. Remote (virtual) service delivery for students, staff and guests continues. Select academic/instructional programming may be delivered in-person. All other academic programs will be conducted online.

Front Facing employees – Phase I

Front Facing employees are the people who routinely teach in the classroom, help students, employees and guests in-person, and experience a high volume of face-to-face classroom and office interactions.

Most often the initial point of contact, Front Facing employees typically work at a counter, an office directly open to the public, or in open spaces. In a pandemic event, these workspaces increase risk of exposure to asymptomatic individuals. To help minimize this exposure for Front Facing employees, the following employee actions are required during **Phase I**:

- Wear face covering <u>while working with others</u>, and <u>while in their workspace</u>. Front Facing employees may remove their face coverings when there is added protection measures in place, such as:

   o Working alone in the workspace (no other individuals within 6' feet of workspace)

   o Face Shields or other protective physical barriers exist

Face coverings for Front Facing employees <u>will be provided by GRC</u>, Front Facing employees may choose to supply their own.

Other employees – Phase I

"Other employees" includes employees who do not have routine in-person interaction outside of their immediate coworkers, and have low volume face-to-face interaction with students, employees, or guests.

These employees typically work in non-public access spaces, shared offices, private offices, or in open settings which provide ample space for social distancing. In a pandemic event, these workspaces have a medium to low risk of exposure to asymptomatic individuals. To help minimize the level of exposure risk, the following employee actions are <mark>required</mark> in **Phase I**:

Wear face covering <u>while working with others</u>. These employees may remove their face coverings when there is added protection measures in place, such as:

o Working in a shared office alone or in a private office without visitors

o Face Shields or other protective physical barriers exist

o Working alone in the workspace (no other individuals within 6' feet of workspace) Employees, other than Front Facing or individuals performing tasks required by OSHA to wear protective mask.

Required for ALL employees – Phase I

▪   All employees shall keep a face covering with them at all times including when physical distancing is NOT possible.

▪   Employees shall wear a face covering when in common spaces where there are others and / or where they may cross paths with others such as corridors and restrooms.

Access to kitchens/break rooms during Phase I

In recognition and support of the statewide restrictions for sit-down dining, GRC requests staff to use the shared kitchen/break rooms in a conservative fashion. Use of the refrigerator, stove, and microwave are allowed. Staff are encouraged to return to their workspace to eat if able. This allows for staff who cannot eat in their workspace to consume their lunch safely practicing social/physical distancing. Staff should clean and sanitize all areas they come in contact with while in the kitchen/break rooms.

PHASE II Return

During Phase II of the operational re-opening - Limited campus period – the campus is partially open with limited access to buildings with allowance of most staff being able to work from their on-campus workspace. Most in-person services for students, staff, guests and visitors will be open during Phase II. Remote (virtual) service delivery for students, staff and guests continues. Select academic/instructional programming may be delivered in-person. All other academic programs will be conducted online with in-person student lab opportunities and select student activities.

Front Facing employees – Phase II

To help minimize exposure for Front Facing employees during phase II, the following employee actions may be required during Phase II:

- Wear face covering while working with others, and while in their workspace. Front Facing employees may remove their face coverings when there is added protection measures in place, such as:
      o Sneeze shielding and there are no students, employees or guests present

o Working alone in the workspace (no other individuals within 6' feet of workspace)

Face coverings for Front Facing employees <u>will be provided by GRC</u>. However, Front Facing employees may choose to supply their own.

<u>Other employees – Phase II</u>

To help minimize the level of exposure risk, the following employee actions may be <mark>required</mark> in **Phase II**:

- Wear face covering <u>while working with others</u>. These employees may remove their face coverings when there is added protection measures in place, such as:

  o Working in a shared office alone or in a private office without visitors

  o Working alone in the workspace (no other individuals within 6' feet of workspace)

<u>Required for ALL employees – Phase II</u>

▪ All employees shall keep a face covering with them at all times.

▪ Employees may be required to wear a face covering when in common spaces where there are others and / or where they may cross paths with others such as corridors and restrooms. Employees, other than Front Facing or individuals performing tasks required by OSHA to wear protective mask.

<u>Access to kitchens/break rooms during Phase II</u>

GRC requests staff to use the shared kitchen/break rooms in a conservative fashion. Use of the refrigerator, stove, and microwave are allowed. Staff are encouraged to return to their workspace to eat if able. This allows for staff who cannot eat in their workspace to consume their lunch safely practicing social distancing. Staff should clean and sanitize all areas they come in contact with while in the kitchen/break rooms.

Classifying Work Exposure Risk

Administrative and engineering controls assist in minimizing risk of exposure to the pandemic virus. The effectiveness of these controls improves with each layer of protection added. Coupling safety standards and reducing hazards with employee risk will maximize prevention efforts for the campus.

Worker risk of occupational exposure to COVID-19 during a pandemic outbreak may vary from

very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirements for repeated or extended contact with persons known to be or suspected of being, infected with COVID-19. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Figure 1 - OSHA employee exposure risk pyramid COVID-19

Very High Exposure Risk (Red)

Very high risk exposure jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category are **healthcare workers** (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients or morgue employees.

High Exposure Risk (Orange)

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Workers in this category are healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients; medical transport workers moving known or suspected COVID-19 patients in enclosed

vehicles; and mortuary workers involved in preparing bodies of people known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk (Yellow)

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 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).

Lower Exposure Risk (Caution) (Blue)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Employee Exposure Personal Protective Equipment (PPE)

The GRC's Personal and Safety Standards "basic infection control practices", as detailed on page 4 of this plan, **are applied to all on-campus job positions and duties at Green River College.**

Advanced infection control practices may be applied by job function; operational re-opening level; and/or government directive.

The following job assignments have been identified as having functions that <u>may elevate exposure risk</u> and may require additional personal protective equipment (PPE) while performing specific tasks:

<u>Required to perform individual tasks that increase risk of exposure routinely</u>

- Custodial
- Maintenance and Grounds
- Nursing/Health Professions/Trades/WETRC Faculty and staff
- Safety and EOC

<u>Perform work in areas with high volume of person-to-person interaction</u>

- Faculty
- Bookstore (Cashier)
- Cashier
- Career and Advising
- Completion Center/Benefits HUB
- Conference Services
- DSS
- Veterans
- Progress and Completion Center
- Assessment and Testing
- Recruitment and Outreach
- Financial Aid
- Student Helpdesk for Technology
- Office of the Registrar
- Student Life
- Office of Diversity, Equity and Inclusion
- Athletics
- Veteran Services
- TRiO
- Holman Library
- MAC Center
- Violence Prevention Center
- Branch Campus Centers
- Running Start
- Open Doors Programs
- Tech Center
- All Tutoring Centers

If an employee feels that they are at increased risk but are not included above, they should contact Human Resources to evaluate needs to address their concerns.

Individual Elevated Risk: Non-work related

Some individuals may fall in to the high-risk population as identified by the CDC. Employees who are considered high risk should communicate their concerns directly with their individual supervisor and / or human resources.

Per the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older (60 for Public Health)

- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma

- People who have serious heart conditions
- People who are immunocompromised

    o Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- People with severe obesity (body mass index [BMI] of 40 or higher)

- People with diabetes

- People with chronic kidney disease undergoing dialysis

- People with liver disease

All privacy rules and regulations as per HIPAA (Health Insurance Portability and Accountability Act) are followed. Disclosure of personal health conditions are not required, but any staff medical accommodations may require confirmation from professional healthcare provider.

Employee Prevention Education

- Employees should take steps to protect themselves at work and at home. Older people and people with serious chronic medical conditions are at higher risk for complications.

- Stay home if you are sick, except to seek professional medical care. Learn what to do if you are sick.

- Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do if someone in your house is sick.

- Follow campus policies and procedures related to the pandemic outbreak and actively apply "**basic infection control practices**"

    o **Stay home if you are sick** or have signs and symptoms of illness. Daily self-assessment must be an honest assessment of personal health. If you think you are showing signs of illness, practice caution.

- **Frequently and thoroughly wash hands**. When soap and running water is not immediately available, use alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

- **Practice 'respiratory etiquette,'** including cover coughs and sneezes. Learn more about coughing and sneezing etiquette.

- **Routinely clean and sanitize** frequently touched surfaces. Don't forget to include your keyboard, mouse and telephones. Learn more about sanitizing and disinfecting areas here.

- **Wear face covering.** Face covering use does not replace the need to practice physical distancing (staying at least 6 feet away from others), staying home if you are ill, frequent handwashing, and avoiding touching of the face. However, wearing a face covering that covers the nose and chin can help protect others by containing the respiratory droplets of the wearer.

  Face coverings are required to be worn indoors where other people are present because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms, and elevators. Face coverings are required to be worn outdoors when keeping a 6 foot distance from other people may not be possible.

  There are additional Washington state COVID-19 worker safety requirements for personal protective equipment (PPE) in the workplace. Refer to the Workplace COVID-19 Risk Level and Selection of PPE to determine the appropriate PPE according to risk level and job activity. Cloth face coverings are not a replacement for job-specific PPE requirements. **As a reminder, only employees approved by their appointing authority are permitted to work on-site at a GRC work location at this time.**

  A face covering is not needed when working or spending time alone in a private office or work area. A face covering is also not needed when working or spending time outdoors (e.g., walking, exercising) when a 6-foot distance from other people can be maintained. Additionally, some people may not be able to wear a face covering for health or other reasons.

  Remember to remove the face covering by the straps or ear ties, and not to touch the front of the face covering. Put it over your nose and mouth and secure it under your chin. Try to fit it snugly against the sides of your face. Wash hands or apply hand sanitizer before and after putting on and taking off the face covering. Launder the face covering daily.

  GRC is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values will not be tolerated. If you see someone without a face covering

in a public space, you should not confront them beyond a polite verbal request for compliance to educate, encourage, and persuade individuals to wear face coverings.

- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

- Practice social distancing by avoiding crowds, [large gatherings](#) and maintaining distance (approximately 6 feet) from others when possible.

- Encourage virtual meetings over face-to-face meetings.

Fall Quarter and Beyond

We are planning to be back this fall for face-to-face, online, virtual and hybrid instruction and expect to provide specific details in late July. We are working on many scenarios, and each week provides more public health information to inform our decisions. At this time, we anticipate a fall quarter that includes both face-to-face, virtual and remote elements for instruction and support services. For example, some larger classes could be held online with smaller sections held in-person as long as everyone in the room practices physical distancing.

No one can safely say our campuses, state or region will be "back to normal" by the fall. Our public health colleagues describe the approach to physical distancing as a dial that can be turned up and down based on whether the virus flares up again. We will continue to ground our decisions in the best available public health guidance, state-wide directives and encourage maximum flexibility to ensure peoples' health and well-being.

GRC Phase 1
Higher Education & Critical Infrastructure Workforce Training Restart
COVID-19 Requirements

__Phase 1__: Low-risk Higher Education and Critical Infrastructure Workforce Training work resumes.

Higher Education and Critical Infrastructure Workforce training jobs and approved (see attached list) instructional programs complying with the points below may resume only those work and instructional activities that do not require workers and students to be closer than six-feet together. If a work or instructional activity requires workers or students to be closer than six-feet, it is not considered low-risk and is not authorized. Adherence to the physical distancing requirement and the health and safety points below will be strictly enforced.

Prior to recommencing work and approved instructional programs all employer/training providers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan. Higher education institutions and training providers are encouraged to continue remote learning as much as possible to limit in-person interactions. The COVID-19 exposure plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a facility post-exposure incident recovery plan. A copy of the plan must be available at each location during any activities and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work and instructional activities being shut down.

The details below outline Green River College COVID-19 exposure plan details for Phase 1 Career and Technical Education Programs instruction on campus. The locations opening in Phase 1 include Science Center, WETRC building, West Building (WB) on the main Auburn campus only.

All programs are required to post at each location written notice to employees and government officials the Phase 1 work and instructional programs that will be performed at that location and signed commitment to adhere to the requirements listed in this document.

Phase 1 posting of GRC's plan and written notice to employees and government officials was distributed on May 29, 2020 for a June 1, 2020 start of instructional programs noted below. A signed commitment to adhere to the requirement was signed and posted.

Nursing
Occupational Therapy Assistant
Physical Therapy Assistant
Phlebotomy
Flagger Training
Natural Resources Field Work
WETRC

All programs have a general obligation to keep a safe and healthy location in accordance with state and federal law. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter." The Washington State Department of Labor & Industries' Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education, and grants.

All programs are also required to comply with the following COVID-19 location-specific safety practices, as outlined in Gov. Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70: https://www.lni.wa.gov/safety-health/safety-rules/enforcement- policies/DD170.pdf) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace:

COVID-19 Supervisor

A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A COVID-19 Supervisor or designee must be available at all times during work and class activities.

COVID-19 Supervisors at each Branch Campus Center will randomly monitor alongside instructional employees (faculty, division chairs, and deans) in-class/lab activities and ensure compliance with the COVID-19 location safety plan. They will report safety concerns and/or violations to the Lead COVID-19 Supervisor immediately.

COVID-19 Supervisors are as follows:

a. Campus Lead Supervisor: Vice President of Student Affairs Deb Casey
b. Daily Supervisor: Director of Campus Safety Derek Ronnfeldt
c. Building back up supervisor: Assistant Director of Campus Safety Jesus Cortez
d. Branch Campus Centers COVID-19 Leads: Campus Safety Leads TBA when facilities open

COVID-19 Safety Training

2. A safety training must be conducted at all locations on the first day of returning to work/class, and weekly update thereafter, to explain the protective measures in place for all workers and students. Social distancing must be maintained at all gatherings.

Environmental Health and Safety under the direction of Facilities purchased 6 modules from SafeColleges that fulfills our requirements for Coronavirus Safety Training.

1. Our safety training will be completed by GRC Faculty that are teaching classes in June and by students enrolled during that time period.
2. The training will be available May 26-May 29, 2020 via email.
3. For those unable to complete training at that time, the training modules will be available at all locations/classrooms on the first day of returning to work/class, with weekly updates thereafter.

4. Our training explains protective measures in place for all workers and students as well as additional measures useful to our faculty/students. As a side note, social distancing will be maintained at all gatherings.

Prior to May 26, GRC will send out a link to all faculty and students enrolled in classes being taught at Trades, Health Sciences, Flagger, WETRC and Nursing during June 1-30, 2020.

1. SafeColleges has stated they have the ability to "data dump" the students enrolled in these classes.
2. What that means is GRC can send SafeColleges the rosters of the students/faculty in question and they will pre-load the names of the students into their system, so that the students can be given passwords and be able to access the training modules, take the training, and take assessment tests afterwards.
3. SafeColleges will then have documentation of all training finished.

On the first day of class, GRC will be able to track faculty/student's status of completion for these six modules of COVID-19 training. Those who have not been able to complete the training will have the opportunity to take the training on that first day of school, June 1, 2020 at a computer available for completing the training.

Faculty will be asked to remind students to take the training course before classes begin

At the beginning of each week, faculty will remind the students of the requirements and training necessary to meet the requirements.

The training consists of six modules:

Coronavirus: Transitioning to a Remote Workforce
Coronavirus: Managing Stress and Anxiety
Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
Coronavirus: Cleaning and Disinfecting Your Workplace
Coronavirus: Awareness
Coronavirus: Preparing Your Household

The total time needed to take all six modules of training is one hour. GRC must have the needed roster information of enrolled students prior. Facilities, HR, and Student Affairs staff will make sure all employees and students are notified.

Trainings will focus on relevant updates to campus protocols and may include new/emerging information. Faculty, staff, or other subject matter experts may contribute to these sessions. Subsequent training may take place in person if proper social distancing measures are put into place.

3. Attendance will be communicated verbally, and trainer will sign in each person.
   a **SafeColleges program tracks all individuals completing the training for attendance and completion. Instructors and COVID-19 Supervisors will monitor those taking the training.**

4. COVID-19 safety requirements shall be visibly posted at each location.
   a **College Relations will work with team of faculty/Deans/Division Chairs and COVID-19 supervisors on number of posters, material for safety and training requirements.**

Social Distancing

5. Social distancing of at least 6 feet of separation must be maintained by every person at all times.

   a **Faculty facilitating classes will be asked to monitor and assist with social distancing expectations.**

   b **Floor designations and other strategies will be used to reinforce the distance between individuals. Areas employees with expertise of how the rooms are utilized will be asked to assist with placement.**

6. Gatherings of any size must be prevented by taking breaks, performing lab-type activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.

   a **Break rooms designed to limit seating and gatherings by setting up layout**

   b **Students are allowed to access classrooms and restroom facilities only. It is everyone's responsibility to monitor spaces ask people to maintain distance.**

7. Identify and control "choke points" and "high-risk areas" at locations where workers and students typically congregate so that social distancing is always maintained. Consider relocating from small classrooms into larger rooms to accommodate more room for social distancing.

   a **An onsite review by Safety and Environmental Safety in partnership with instructional areas will be done before classes begin to determine choke points and high-risk areas to make adjustments or provide recommendations.**

b **Classroom adjustments and spacing will be worked on with the Curriculum office and Conference Services to create social distancing.**

c **Each program will create from the campus-wide planning template an instructional plan. Plans will be reviewed by the COVID-19 Supervisor and planning team and approve implementation.**

8. Minimize interactions during class activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 6-foot separation.

a **An onsite review by Safety and Environmental Safety in partnership with instructional areas will be done before classes begin to determine choke points and high-risk areas to make adjustments or provide recommendations.**

b **Classroom adjustments and spacing will be worked on with the Curriculum office and Conference Services to create social distancing.**

c **Each program will create from the campus-wide planning template an instructional plan. Plans will be reviewed by the COVID-19 Supervisor and planning team and approve implementation.**

d **College Relations team create floor marking materials to denote 6-foot separations reprint as necessary.**

9. To the extent practical allow only one group/class at a time at the same location/lab/classroom and maintain 6 foot separation social distancing for each member. If more than one group/class must be on the site, then at a minimum they must maintain social distancing policies in accordance with this guidance.

a **An onsite review by Safety and Environmental Safety in partnership with instructional areas will be done before classes begin to determine choke points and high-risk areas to make adjustments or provide recommendations.**

b **Classroom adjustments and spacing will be worked on with the Curriculum office and Conference Services to create social distancing.**

c **Each program will create from the campus-wide planning template an instructional plan. Plans will be reviewed by the COVID-19 Supervisor and planning team and approve implementation.**

10. Institutions may approve individual based learning/one-on-one classes such as apprenticeships and independent study on a case-by-case basis if they can demonstrate an effective plan for an equivalent means of social distancing

through elements such as physical barriers, ventilation, Personal Protective Equipment, and health monitoring. These approvals should be limited to small-scale activities that can demonstrate that they are following guidance from the Centers from Disease Control, Washington State Department of Labor & Industries, and Washington Department of Health and are based on the best practices of the field of study in question.

a **All classes will have plan of action to address physical barriers, ventilation, and PPE necessary to meet the guidance. A list of all PPE needs supplied to Campus Safety/Facilities/and Purchasing provides notification of need and will be documented and sent in order to retain supplies at all times.**

b **Instructional programs work to comply and create plans for fieldwork or in agreement with clinical, apprenticeship, and independent study locations.**

Personal Protective Equipment (PPE) – Employer/Training Program Provided

11. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed. (Classroom components requiring patient care or touching individual would need N95 (health sciences) and/or higher-level equipment (Trades) determined by faculty; those who are doing essential work that requires specific similar cloth or pleated masks, face shields, goggles, face masks required; all others can have basic equipment based on CDC guidelines).

a **All classes/offices will have plan of action to address physical barriers, ventilation, and PPE necessary to meet the guidance.**

b **A list of all PPE needs supplied to Campus Safety/Facilities/and Purchasing provides notification of need and will be documented and sent in order to retain supplies at all times.**

c **Faculty/Supervisors will document in their plans and work with Deans items necessary for activity to be performed. All PPE needs will be reported Deans of Instruction or Supervisors will work with Appointing Authorities on an itemized list of on-going needs. Orders will be placed with Business Office and Facilities teams will deliver to locations on arrival and request.**

12. Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee and visitor/student at the location/classes/building.

   a. **The protocol for wearing masks states beginning May 18th, "Residents of Seattle and King County will be required to wear face coverings over their noses and mouths while inside indoor businesses and public transit. Masks must also be worn outside, in places where social distancing may not be possible."**
   b. **Masks are provided to employees, students, and guests or you can bring your own mask.**
   c. **All employees, students, and guests on campus when walking around outdoors or when working indoors where others are present, and social distancing is not possible, need to be wearing masks.**

13.   If appropriate PPE cannot be provided to employees, the activity must be shut down.

   a   **COVID-19 -Supervisor leads must monitor and enforce compliance and report repeated infractions to the Lead COVID-19 Supervisor for follow-up.**

Sanitation and Cleanliness

14. Soap and running water shall be abundantly provided at all locations for frequent handwashing. Workers and students should 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.

   a   **All classes will have plan of action to address requirements for access to soap and running water for frequent handwashing.**
   b. **Classes will only be offered in areas where soap and running water is available. Soap and running water will be abundantly provided at all locations for frequent hand washing.**

   c.   **Students, faculty, and staff 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.**

15. When running water is not available, portable washing stations, with soap, are required, per WAC 296155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.

   a   **A list of all soap and hand sanitizer and disinfectant needs supplied to Campus Safety/Facilities/and Purchasing provides notification of need and will be documented and sent in order to retain supplies at all times. Products will be ordered as an institution and provided and monitored daily.**

   b   **Touchless hand sanitizer systems will be filled on a regular basis by custodians**

16. Post, in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

   a   **Signage of all areas and review with all students during training sessions on required hygienic practices will be facilitated. Employees will reiterate frequently handwashing and other cleaning protocols.**

   b   **Not to touch the face with unwashed hands or with loves**
   c   **Washing hands often with soap and water for at least 20 seconds**
   d   **Use of hand sanitizer with at least 60% alcohol**
   e   **Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs**
   f   **Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC**
   g   **Refer to SafeColleges training for reminders**

17. Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.

<ol type="a" start="1">
<li style="list-style-type:none">a   **A list of all soap and hand sanitizer and disinfectant needs supplied to Campus Safety/Facilities/and Purchasing provides notification of need and will be documented and sent in order to retain supplies at all times. Products will be ordered as an institution and provided and monitored daily.**
<li style="list-style-type:none">b   **Touchless hand sanitizer systems will be installed and filled on a regular basis by custodians as campus deliveries occur.**

18. Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.

<ol type="a" start="1">
<li style="list-style-type:none">a   **Signage of all areas and review with all students during training sessions on required hygienic practices will be facilitated. Faculty will reiterate frequently handwashing and other cleaning protocols.**
<li style="list-style-type:none">b   **Cleaning all high-touch areas, tools, and vehicles, handrails/keyboards/door knobs/light switches part of COVID-19 protocols. Desks and phones will be incorporated into facilities cleaning plans and protocols.**
<li style="list-style-type:none">c   **PPE for all faculty, staff, students, custodial, essential employees and facilities staff will continue to be provided**

19. If an employee or student reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

<ol type="a" start="1">
<li style="list-style-type:none">a   **Safety notified and documented of notification goes into log Safety will notify Facilities for cleaning, Student Affairs for students and HR for employees. Protocols and procedures in alignment with College polices and contractual agreements will be followed.**
<li style="list-style-type:none">b   **Team will come in seal off area and facilitate cleaning and implement the disinfected COVID-19 cleaning protocol and plan.**

Confirmed Covid-19 Case Is Reported

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in College spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a college space. After notification of a

person with confirmed COVID-19 on a college campus, the following cleaning and disinfecting protocol will be followed: Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.

Process:

A Covid-19 Response team is assembled. It includes the Facilities Director, Facilities Manager, Environmental Safety Manager and Custodial personnel. This team develops the plan of cleaning and disinfecting an area. The cleaning scope will be implemented based on the risk of potential contamination as determined, in coordination with input from the Executive Team, Facilities and Campus Safety. Coordinate with GRC's Emergency Operations personnel and Campus Safety, on communication methods, campus wide.

Identify areas that require restricted access during and immediately following enhanced cleaning.

Communicate with impacted department(s)

Cleaning and disinfecting room's surface area such as desks, tables, and other furniture, hardware and other high touch surfaces.

Every attempted will be made to give advance notice allowing the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

Identifying staff who will be conducting the cleaning & disinfecting. This includes a debrief of the situation, reviewing resources and provided and question & answer period.

 The Facilities Custodial crew will:

Follow the Enhanced Cleaning for Prevention guidance outlined in this document.

If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.

If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by EHSM prior to work commencing.

All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

After the Facilities Custodial staff have concluded their debrief, they don the required personal protective equipment (PPE) during cleaning and disinfecting: Disposable gloves, gowns or a lab coat to protect contamination of clothing. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant

- **Close off areas used by the person who is sick.**
  - o **Companies do not necessarily need to close operations, if they can close off affected areas.**
- **Open outside doors and windows to increase air circulation in the area.**
- **Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.**
- **Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.**
- <u>**Vacuum the space if needed.**</u> **Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.**
  - o **Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.**
  - o **Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.**
- **Once area has been appropriately disinfected, it can be opened for use.**
  - o **Workers without close contact with the person who is sick can return to work immediately after disinfection.**
- **If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.**
  - o **Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.**

Employee and Student Health/Symptoms

20. Create policies, which encourage workers and students to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.

   a. **Employees and students will be encouraged to stay home when feeling sick.**

> **b. Employees who have COVID-19 symptoms, including but not limited to acute respiratory illness, will be required to inform their supervisor and seek medical attention prior to returning to work. The supervisor will then be required to notify the Director of HR Operations. Benefits process will be discuss with employee at that time.**
>
> **c. Students who have COVID-19 symptoms, including but not limited to acute respiratory illness, will be required to inform their instructor and seek medical attention prior to returning to class. The instructor/supervisor will then be required to notify Campus Safety. Student Affairs leadership will follow-up with students.**

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

> **a. Employees and students will be encouraged to stay home and self-quarantine when they have a sick family member.**
>
> **b. Employees who have family members with COVID-19, including but not limited to acute respiratory illness, will be required to inform their supervisor. The supervisor will then be required to notify the Director of HR Operations.**
>
> **c. Students who have family members with COVID-19, including but not limited to acute respiratory illness, will be required to inform their instructor and self-quarantine prior to returning to class. The instructor/supervisor will then be required to notify Campus Safety. Student Affairs leadership will follow-up with students.**

https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/EmergencyPreparedness/IsolationandQuarantine

22. Screen all workers and students at the beginning of their day by taking their temperature or ensuring they take their own temperature at home prior to coming to the school and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home. Students should be screened prior to class by asking them if they have a fever, cough, shortness of

breath, fatigue, muscle aches, or new loss of taste or smell. (Rolita: Faculty plans include the detailed document; HIPPA protected; self-certify every day sign form; scan card to confirm) Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider. Provide a contact number for students to self-report if they have tested positive for COVID-19 for contact tracing purposes.

a   **Students are to take their temperature prior to coming to school. Those who have a temperature of 100.4 degrees or higher must contact their instructor and not report to campus. If they do not have a thermometer, they may stop by Campus Safety.**

b   **Students who develop symptoms of COVID-19 should seek medical attention, inform their instructor and DO NOT report to campus. If they are on campus, they should leave campus and seek medical attention.**

c   **Student with a household member or who have been in contact with somebody who has a confirmed diagnosis of COVID-19, please notify your instructor. Students who have been in contact with an individual who has a confirmed diagnosis of COVID-19 will be required to follow the isolation/quarantine requirements as established by the State of Department of Health.**

Self-Screening for Employees

d   **If you have a confirmed case of COVID-19, contact your supervisor by phone or email and DO NOT report to campus. Your supervisor will notify Human Resources. Human Resources will follow up to provide additional information.**

e   **If you develop symptoms of acute respiratory illness, seek medical attention, inform your supervisor and DO NOT report to campus. If you are on campus, please notify your supervisor, leave campus and seek medical attention.**

f   **If you have a household member or have been in contact with somebody who has a confirmed diagnosis of COVID-19, please notify your supervisor. Supervisor will notify Human Resources.**

g   **Employees who have been in contact with an individual who has a confirmed diagnosis of COVID-19 will be required to follow the isolation/quarantine requirements as established by the State of Department of Health.**

h   **Employees are to take their temperature prior to coming to work and if they have a temperature of 100.4 degrees or higher, they should contact their supervisor and do not report to campus.**

23. Failure of employees/students to comply will result in employees/students being sent home during the emergency actions.

   a. **For students. If a student refuses to put on a mask or follow directives, an employee will provide a reminder for student to wear a mask. If failure to comply, student will be asked to leave the building. If student refuses, the instructor will contact Campus Safety for assistance and submit a report to Student Conduct.**
   b. **For employees. Employees who repeatedly or willfully fail to comply with the Phase 1 Safety Plan directives will be addressed through supervisors or contractual processes.**

24. Employees who do not believe it is safe to work shall be allowed to remove themselves from the location and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.

   a **The supervisor and/or employee should contact Human Resources who will then work with the employee regarding leave options.**

25. If an employee or student is confirmed to have COVID-19 infection, employers should inform fellow employees/students of their possible exposure to COVID-19 in the workplace but maintain

confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

   a. **Notification of confirmed cases will be provided to students and employees via e-mail and/or phone calls in the program/classes/offices where the individual with a confirmed case of COVID-19 was present.**
   b. **Notification of confirmed cases will be coordinated through Student Affairs for students and Human Resources for employees.**
   c. **Notification of confirmed cases will go to the individuals who were in direct contact with the confirmed employee and/or exposed in the program(s)/classes/offices involved.**
   d. **The notification of confirmed cases will not include the name of the employee or student who is confirmed to have COVID-19, following ADA and FERPA regulations. Notification will include reference to the Public Health Recommendations for Community-Related Exposure.**

> e. **Campus-wide notification of confirmed cases will occur, as required or necessary, via GRC Alerts, email, and notifications from the President.**
> f. **While the notifications are occurring, and the buildings/area are closed, notification and immediate cleaning protocols will be instituted. The building/area will remain closed until all cleaning protocols are completed. Notification to Campus Safety and the campus will happen when the building or area is reopened.**

Location Visitors

26. A daily class attendance log of all workers and visitors/student must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors. (Faculty class attendance sheet; should be no visitors unless instructional needs; limit to essential personnel or visitors who is present in classes

> a. **The college has placed a COVID-19 Poster in needed locations on campus (see below) for students/employee to be able to use to Attest their health and track attendance. There is a QR Code at the bottom of the room safety poster to scan using a phone camera or IPAD. Logs will be retained from the scan with necessary requirements.**

27. **Wear face covering. Face covering use does not replace the need to practice physical distancing (staying at least 6 feet away from others), staying home if you are ill, frequent handwashing, and avoiding touching of the face. However, wearing a face covering that covers the nose and chin can help protect others by containing the respiratory droplets of the wearer.**

> a **Face coverings are required to be worn indoors where other people are present because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms, and elevators. Face coverings are required to be worn outdoors when keeping a 6 foot distance from other people may not be possible.**

> b **There are additional Washington state COVID-19 worker safety requirements for personal protective equipment (PPE) in the workplace. Refer to the Workplace COVID-19 Risk Level and Selection of PPE to determine the appropriate PPE according to risk level and job activity. Cloth face coverings are not a replacement for job-specific PPE requirements. As a reminder, only employees approved by their appointing authority are permitted to work on-site at a GRC work location at this time.**

c A face covering is not needed when working or spending time alone in a private office or work area. A face covering is also not needed when working or spending time outdoors (e.g., walking, exercising) when a 6-foot distance from other people can be maintained. Additionally, some people may not be able to wear a face covering for health or other reasons.

d Remember to remove the face covering by the straps or ear ties, and not to touch the front of the face covering. Put it over your nose and mouth and secure it under your chin. Try to fit it snugly against the sides of your face. Wash hands or apply hand sanitizer before and after putting on and taking off the face covering. Launder the face covering daily.

e GRC is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values will not be tolerated. If you see someone without a face covering in a public space, you should not confront them beyond a polite verbal request for compliance to educate, encourage, and persuade individuals to wear face coverings.

No work may be conducted until programs can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

These Phase 1 COVID-19 location safety practices are required as long as the "Stay Home, Stay Healthy" Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency. **All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).**

Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-423-7233) or via e- mail to adag235@lni.wa.gov. **General questions about how to comply with COVID-19 safety practices** can be submitted to the state's Business Response Center at https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5. **All other violations related to CDC IHE** https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html
L&I Info: https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources DOH: https://www.doh.wa.gov/Emergencies/Coronavirus