Green River College
Phased Reopening for Spring 2022

==*This document is subject to change pending Governor,*==
==*King County Department of Health,*==
==*and Green River College Updates*==

Updated April 1, 2022

Green River College Campus Reopening Guide for Spring 2022 has been developed through guidance obtained from the Governor's Reopening Plan and the Proclamation by the Governor amending Proclamations. Also used in the development of this plan are The Higher Ed Reopening guidance, information from WA Labor & Industries, WA State Department of Health (DOH), the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)) and King County Public Health and Social Services.

Introduction

Green River College's (GRC) top priority is the safety and well-being of the GRC community. The GRC COVID-19 Reopening Committee (comprised of numerous student support services, instructional, operational units, branch campus locations, technology, and community facing departments), has tracked the rapidly changing information from local, state, and federal authorities to monitor the pandemic and adjust plans for the College according to their guidance. From the start of the pandemic, we committed to students, faculty, staff, and community members continuing to be back to campus with safety measures in place, according to science, data, and the guidance of public health experts. Best practices implemented by Career and Technical Education (CTE) programs since the Governor support for CTE programs to be back on campus also informed the protocols and additional changes made to create a safe return to campus. Quarter to quarter face-to-face and virtual courses and campus operations have increased since the onset of the pandemic guiding the safety measures and next steps for safely returning to campus.

This GRC Campus Reopening Plan embraces a comprehensive set of guidelines to safely continue with reopening efforts, in accordance with the latest health recommendations from the State of Washington, the U.S. Centers for Disease Control, and King County Health Department and Social Services.

The various campus units represented in the Reopening committee are as follows:

Instruction
Student Affairs
Campus Safety
Facilities
Business Office
Branch Locations
AFT
WFSE
College Relations
Institutional Effectiveness
Information Technology
International Programs
Campus Corner Apartments
Human Resources

Fall 2021: There were students and employees on Auburn Main campus and Auburn Center facilities. Facilities, Campus Safety, and other essential personnel were also on campus to support instructional programs, College operations, and business needs. Employees were on campuses to maintain the College's service to the community, as well as complete essential college functions.

Winter 2022: Students and employees on campus will increase on all campus locations. All buildings will be open with operational hours for support services between the hours of 8-5pm two days a week and in some departments 3-5 days a week. Virtual and face-to-face appointments will continue for student support services and instruction in the classroom.

Spring 2022: Students and employees on campus will increase on all campus locations. All buildings will be open with operational hours for support services between the hours of 8-5pm three days a week and in some departments 3-5 days a week. Virtual and face-to-face operations will continue to increase for student support services, campus services and operations, as well as instruction in the classroom.

Creating a Healthy and Safe Campus Community Mitigation and Health Practices

To reduce the risk of virus spread in the College community, GRC adheres to a culture of care based on the best and most current King County Public Health guidance. In this context, the College seeks to have all its members adhere to the following mitigation and health practices:

> **Good Hand Hygiene Strongly Recommended:** There are hand sanitizing stations throughout the campus. Also, frequent handwashing with soap and water is recommended. Hand hygiene is especially important before eating, after using the restroom, and after touching doorknobs/handrails. Individuals should sneeze and cough into a tissue if available and then dispose of tissue in trash receptacle and perform hand hygiene. If no tissue is available, individuals should cough or sneeze into their elbow.

> **Physical Distancing Strongly Recommended**: A minimum of 3-6 feet social distancing is strongly recommended (not required, under the Governor's proclamation for fully vaccinated campuses), whenever possible.

> **Face Coverings/Masks Strongly Recommended (unless in areas/classrooms designated with mask requirements or on request)**: A face covering, also referred to as a mask, can include a paper, disposable or a cloth mask must cover the mouth and nose completely is strongly recommended while on campus. In some instructional courses, non-instructional spaces, and offices, masks and/or clear facemasks are required. Please see the signage for buildings and offices before entering. Everyone is expected to carry a mask with them when navigating campus locations. The College strongly recommends everyone on campus wear a mask.

> The gym, RAC or workout areas that are open will have guidelines as to face coverings being optional but are strongly recommended. Face coverings/masks can be removed in students' individual Campus Corner Apartment rooms on

campus when the student is alone or with their roommates. To assist in this effort, students are strongly recommended to bring their own face coverings/masks, hand sanitizer and cleaning supplies from home to campus.

Goal: To have all Green River College locations fully reopen to pre-COVID times by fall quarter of 2022. COVID will continue to impact our work for on-campus and community efforts, however, based on lessons learned throughout the pandemic time-period, the College administration and campus stakeholders acknowledge a full reopening by fall 2022.

Definition of Reopening
- College departments and services will have an on-campus presence during business hours. Business Hours will be 8-5 Mondays, Tuesdays and Thursdays.
- Monday, Tuesday, and Thursdays in-person and walk-in availability (with doors open for services) to students, employees, and visitors to maintain consistency.
- • Opportunities for remote work and split schedules, dependent upon the nature of each position, needs of the College, and each department's ability to maintain hours of operations three days a week, will be available to employees upon approval of the employee's supervisor.
- The College is working toward pre-COVID-level of on-campus instruction, support, and operational services for Spring quarter.

Core Principals
- Equity will remain at the core of all decisions made.
- Commitment to Think Student Then Decide and meeting the students where they are is a focus of our campus values.
- Decisions will continue to be aligned with guidance from the Governor's Office, The Higher Education Reopening guidance, WA Labor & Industries, WA State Department of Health (DOH), the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)) and King County Public Health and Social Services.
- The health and safety of all College employees and the community will continue to be the top priority.
  - All GRC students and employees must be fully vaccinated or have obtained a medical or religious exemption to be on campus at all GRC locations.
  - Facemasks/coverings are optional but strongly recommended (unless in required locations) for every employee, student, and visitor at all GRC locations.
  - Students in online classes who have not completed vaccination status must complete a declaration they will not come to campus. If online students need to come to campus, they must check in with Campus Safety after completion of their ctcLink vaccination status to be on campus.
- All reopening plans will be monitored, and adjustments made depending on:
  - Needed guidance from the Governor's Office and King County Health Department.
  - The current state of the COVID-19 pandemic and campus safety measures.
  - Availability of COVID-19 vaccinations.

- o Availability of needed personal protective equipment (PPE).
  - o Availability of Safety, custodial, and facilities staff.
- Reopening protocols can be reverted to remote operations under the Emergency Operations Center (EOC) protocols if necessary.
- We anticipate the return of all GRC employees to campus by fall 2022. Any exceptions to allow for continuing remote work will be determined though College policy protocols and procedures in alignment with the nature of each position, responsibilities, and supervisor approval.
- The College will prioritize providing optimum service to students in determining on-campus staffing needs.

Please contact your supervisor, HR, or Benefits Office to ensure you understand crucial details if you have any questions or concerns about:

- Your safe return to work on campus by Spring Quarter 2022.
- Unmet needs for your child or family care due to the pandemic when your return to work on campus is required.
- Any personal or family health medical needs that are affected by your return to work on campus when required (contact Benefits Office directly).
- Available leave options (contact Benefits Office directly).

As early as possible, any employee with personal and/or family health needs that may limit your ability to safely return to work on campus in fall quarter 2022 should contact the Benefits Office and request a confidential discussion with the HR Benefits Consultant who directly supports employee medical and family leave issues.

Timeline of Events:

March 2021

- Gained an understanding of the courses and campus support services that may be offered with on-campus components in Fall 2021.
- Finalized plans for a phased return to campus approach, including gradual on-campus staffing and instructional capacities with planned percentage increases for each quarter in the 2021-22 academic year.
- Developed department EOC safety plan for future use by department leads.
- Surveyed on the services and needs to prioritize on-campus work.
- Engaged subcommittees in determining next steps and budget needs during the budget process for reopening.
- Determined a flow chart of local and federal funding allocations and distributions adhering to directives of the funding sources.
- Continued to present campus updates on what is happening with the Reopening Committee.
- Create an internal system for communications and questions to be asked of the Reopening Committee.
- Placed all information and meeting minutes into one location for internal partners to view what is happening monthly on planning and implementation.

April 2021
- Developed support documentation for supervisors and managers to help them in leading through onboarding classes and other operations.
- Established guidelines on equitably managing teams whose members work both remotely and on-campus.
- Developed documentation for staff to help them understand what support they can plan to receive from the college, and what expectations they should have moved forward working in remote areas.

May-June 2021
- Shared with faculty and staff an outline of the phased return to campus plan at the various campus forums including managers meetings, faculty, and all campus.
- Utilized results of surveys to aid in determining when and at what capacity to return specific services to campus.
- Offered multiple ways of Q&A information for faculty, staff, and students to further provide clarity on the planned phased return. Will also include the option to submit feedback and questions electronically to the Reopening Committee.
- Distributed department COVID-19 safety plan templates for area managers to begin processing and completing safety plans.
- Published frequently asked questions, including answers from the forums, and submitted feedback forms for employee reference.
- Shared tentative plan for the College regarding instructional programs, campus-wide departments and student support services working in remote and face-to-face.
- Continued to engage with Deans, Supervisors/Managers, Division Chairs, union leadership to inform of current guidance and seek feedback.

July-August 2021
- Evaluated course section offerings with in-person components to meet campus-wide goals; assess plans for staffing percentages for both student facing positions and business operational positions; monitor new and returning student enrollment for Fall.
- Submitted COVID-19 safety plans, specific to each area's plan to return to campus, reviewed by Appointing Authority and Executive Staff.
- Drafted safety plans will be shared with the Executive Staff (ES) in compliance with Governor's guidance, shared weekly with ES for consistency of implementation of Reopening planning goals and outcomes.
- Following Executive Staff review, a template of the phased return to campus was shared with all employees and posted on the Gatornet.
- Evaluated remote work procedures and work on potential remote-work policy.
- Monitored and evaluate programs and services with soft reopening beginning August 23 and expanded opening fall quarter for adjustments for future quarters.
- Discussed Winter quarter course section offerings and support services. Determine what 100% means inclusive of face-to-face, hybrid, and remote work.
- Evaluated Governor's guidance for determining College policies and procedures that need to be in place for reopening and adjustment of Campus Plan.

September-November 2021
- Monitored contact tracing for students and employees

- Developed instructional chapter with protocols to onboard additional class offerings before registration and monitor classes and modalities for next quarter.
- Created and implement verification process for vaccination attestation and exemptions.
- Notified individuals and students of exemptions approval or denial and accommodations.
- Updated the campus website and protocols in compliance with Governor and campus protocols.
- Created a dashboard for sharing all statistical data related to employee and students' vaccination status.
- Remote work taskforce worked on policy for employees.
- Discussed and recommended options for student support services for winter, spring, summer and fall quarters.
- Published frequently asked questions, including answers from the forums, and submitted feedback forms for employee reference.
- Shared tentative plan for the College regarding instructional programs, campus-wide departments and student support services working in remote and face-to-face.
- Continued to engage with Deans, Supervisors/Managers, Division Chairs, union leadership to inform of current guidance and seek feedback.
- Coordinated vaccination clinics on campus.
- Ordered all-campus locations PPE for winter quarter.

December 2021
- Finalized 2022 winter institutional and instructional chapter with updates.
- Provided updated information on employee and student medical and religious exemptions protocols and accommodations.
- Finalized changes in website language.
- Explored testing accommodation requirements for exempt students for winter quarter implementation.
- Remote work taskforce finished policy recommendations to bring forward in 2022.
- Published frequently asked questions, including answers from the forums, and submitted feedback forms for employee reference.
- Shared tentative plan for the College regarding instructional programs, campus-wide departments and student support services working in remote and face-to-face.
- Continued to engage with Deans, Supervisors/Managers, Division Chairs, union leadership to inform of current guidance and seek feedback.
- Sent communications to campus of a delayed start from January 3-18th.

January 2022

- Continued to evaluate the status of COVID-variants, King County Department of Health, and system-wide data to determine a two-week virtual start for all programs and support services on campus.
- Worked with Reopening Committee and sub-committees on a recommendation to extend virtual programs and services through Feb. 7th as recommended by Office of Financial Management, as well as data to show

increase in test-positive cases on campus, in community, and throughout state.
- Looked at the staggering of office employees to maintain all departmental work within the College.
- Reviewed new data on face-coverings and masks including ordering of kn95 and n95 masks for campus.
- Continued 5 days for quarantine time for test-positive cases.
- Supported test positive outcomes of employee and student testing with at-home kits because of limited testing sites available.
- Finalized contract with Testing contractor to offer voluntary testing of students and employees on campus. Start date tentatively beginning January 18th for those returning to campus.
- Offered vaccination-site on campus for vaccination and boosters for employees and students.

February-April 2022
- Finalized 2022 spring institutional and instructional chapters with updates.
- Provided updated information on employee and student medical and religious exemptions protocols and accommodations.
- Finalized updates on website.
- Implemented weekly testing for students and employees on campus.
- Remote work taskforce finished policy recommendations and shared out with unions and other stakeholders to bring forward for academic year 2022.
- Published frequently asked questions, including answers from the forums, and submitted feedback forms for employee reference.
- Shared tentative plan for the College regarding instructional programs, campus-wide departments and student support services working in remote and face-to-face for spring 2022.
- Continued to engage with Deans, Supervisors/Managers, Division Chairs, union leadership to inform of current guidance and seek feedback.
- Determined next steps for campus safety measures such as guidance and mandates that changed including optional mask-wearing and other adjustments as pandemic requirements shift.

Phase Approach 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 guidance. Develop specific guidance around the phases of return for employees, students, and the public.

Implement requirements for employees and students: keep the workforce healthy and allow campuses to reopen and stay open by strongly recommended face-covering protocols, enhanced and strongly recommended social distancing, frequent handwashing and worksite cleaning; processes for confirming vaccination status for students and employees and clear protocols for students and employees when they become ill, including contact tracing/notification to other employees and students; employee training; adequate supplies available for employee protection; and teleworking, when possible.

Leverage lessons learned from campuses, GRC programs and private businesses, adhering to new safety standards: replicate best practices from campuses and industries that have adjusted to new safety standards and apply them to GRC.

Listen and learn to understand levels of preparedness for campus transition and assess what is needed. Work alongside information technology, programs and course coming back to campus, seeking expertise and guidance for programs, classrooms, and supports while offering sound and accurate recommendations and advice.

Phased Reopening
- The number of staff and on-campus instructional offerings will begin increasing throughout the summer quarter of 2021-Spring 2022.
- Department Vice Presidents, Executive Directors, and managers will:
  - Have discussions with employees to gauge the employee's level of comfort and willingness to return to campus, and at what time in the upcoming academic year. These conversations should include what the employee may need to increase levels of comfort and willingness to return. The Reopening committee will make recommendations to the Executive Team to on-board more support services, operations, and instructional course offerings at each campus location.
- The Vice President of Instruction, Instructional Deans, Division Chairs, and faculty collaborate on:
- On-campus instructional offerings will be the top priority at each location. The ability to bring more areas/departments/functions on-campus will be impacted by the amount of on-campus instruction being offered.
  - Courses offered on all campuses must also have remote sections available. *(Exceptions will be made on a case-by-case basis, with the approval of the Vice President of Instruction.)*
  - At the start of the Spring Quarter, and subsequent quarters, final decisions will be made on whether each identified course in collaboration with faculty, division chair and dean will be (a) allowed to run on-campus, or (b) converted to be offered remotely. This is determined by the instructional committee and Vice President of Instruction.

  - Each department must work with the appropriate director, dean, or vice president to develop a plan to address the health and safety of employees working in the departments. These plans will include needed mitigation measures, including things such as shields and the setup of furniture to meet strongly recommended social distancing.
  - All campus buildings have UV-C technologies campus wide. UV-C, a type of ultraviolet light also known as germicidal UV, helps protect public spaces from pathogens. UV-C components are being installed into the HVAC systems on campus as they become available. The CDC, FDA, and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) are recommending this means to mitigate the spread of viruses including

COVID-19, along with providing increased filtration (which GRC is also doing). This system has been discussed in multiple meetings with our campus partners and additional information is posted on the Facilities web page.

Additional Information on UV-C Technology:
- **http://www.uvresources.com/blog/ashrae-weighs-in-on-health-benefits-of-uv-c/**
- **https://www.wavelengthlighting.com/blog/cdc-guidelines-and-uv-light-coronavirus-disinfection**
- **https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/uv-lights-and-lamps-ultraviolet-c-radiation-disinfection-and-coronavirus**

Steps to Come to Campus

Green River College is serving students and community members by offering a full spectrum of classes and support services online and face-to-face. Prior to arriving on campus, all GRC students, faculty and staff coming to campus for approved programs or essential tasks are required to complete the **vaccination status in ctcLink and carry a mask with them while on campus**.

In accordance with the **state's revised guidelines** and **Reopening Committee**'s recommendations, GRC will make the following changes for the spring quarter:

- **Masks are strongly recommended at GRC and required in certain situations and spaces.** (As permitted under the **current higher education guidelines**). This may include small, enclosed offices, non-rostered or non-instructional spaces (e.g., Counseling, Tutoring, Writing Reading Center, Math Learning Center, Public Speaking Center, Language Center, Library, and other support service locations) where physical distancing may not be reasonable. Faculty may require masking for their individual classes and will notify their students if masks will be required prior to the first day of their in-person class. As such, all students, faculty, staff, and community members should continue to bring a mask when visiting a GRC location. Areas requiring masks will be clearly marked with new signage, and masks will continue to be provided at the entrances of each building.
- **Proof of vaccination, or approved exemption, will still be required** for all on campus classes, activities, work, or services. As a fully vaccinated college (defined by **Proclamation 12.5**, which remains in effect), individuals who have received an approved medical or religious exemption must continue to wear a mask while on campus.
- **The health attestation process will be retired.** Beginning April 4, students, faculty, staff, and campus visitors will no longer be required to submit a daily health attestation.
- **Free, voluntary COVID-19 testing for GRC students and employees will continue to be available on campus** Mondays, 9 a.m. to 5 p.m., and Thursdays, 10 a.m. to 5 p.m. The testing site is located at the Fitness Center (FC), located in the southeast corner of campus. (NOTE: The testing site is not in the

Recreation and Athletics Center (RAC) in the Student Union). Registration is required before testing is done: **Register for free**.

All buildings will be open for Spring 2022 on all campus locations

Coming to Campus

GRC requires proof of vaccination, or approved exemption, for all on campus classes, activities, work, or services. That means all students, employees, contractors, and visitors are required to be fully vaccinated against COVID-19 or properly exempted.

Students taking face-to-face or in-person hybrid classes or utilizing on-campus support services such as the library, tutoring center, health education center RAC, Student Union, etc., must be fully vaccinated against COVID-19, or can seek an exemption for legitimate medical reasons or sincerely held religious reasons. **View Student Vaccination Requirements**.

Per Proclamation 20-14.1, all GRC employees must be fully vaccinated against COVID-19 or have obtained a medical or religious exemption. **View Employee Vaccination Requirements**.

Why is Green River requiring vaccinations?

Our objective has always been, and continues to be, to protect the health and safety of every member of our community while providing the highest quality education for our students.

This decision allows for our community to come back to in-person learning and activities in a way that protects our health and safety, while also providing more face-to-face instruction, student support services, and operations which are vital to students' long-term success.

Additional factors include:
- The Governor's vaccination mandate applies to all staff and faculty at Green River College, regardless of whether an employee is working remotely or working on campus.
- Local, state, and national public health agencies support vaccinations as the primary tool for preventing COVID-19 and ending the pandemic.
- Vaccinations are widely available and free.
- Green River is committed to providing high-quality educational experiences for students, which includes providing access to on-campus resources and learning opportunities.
- We recognize that many individuals in our community experience uncertainty and distrust of a historically inequitable health care system. We also recognize that BIPOC individuals who contract COVID-19 have a higher incidence of severe

disease and death, and we believe that vaccinations are the best way to counter that risk.

COVID continues to be a serious public health threat and all three vaccines currently in use in the United States have proven to be highly safe and effective, are free, and are readily available. A list of vaccination sites and available appointments are found here: **https://vaccinelocator.doh.wa.gov**.

Spring Quarter 2022 Vaccination Protocols

Green River College believes vaccination is the best way to protect the health and safety of our campus community and strongly -recommends all members of the Gator community- students, staff and faculty-to get vaccinated as soon as possible to protect the health and safety of all.

All students must attest and verify their vaccination status, have an approved medical or religious exemption, or submit a quarterly online-only declaration.

Students have two options:
1. **Student Vaccination Attestation or Exemption Request**
or
2. **Online-Only Declaration**
   a. The **Online-Only Declaration** is for students who do not wish to share their vaccination status AND are exclusively online and declare not coming to campus for classes or support services. This declaration must be submitted on a quarterly basis depending on quarterly modalities.

Student Vaccination Attestation or Exemption Request

Two Step Attestation and Verification Process
1. Attest or request an exemption* in their ctcLink account
   a. ctcLink Student Homepage > Immunization Attestation > COVID-19 Vaccination Attestation https://myaccount.ctclink.us/
   b. How to add vaccination attestation or request an exemption in ctcLink - Green River College

2. Verify their vaccination info at a zoom or in-person meeting
   a. In Person and Zoom Lobby Stations for Student Vaccination Attestations and Verifications - Gator News - Green River College
   b. ctcLink ID
   c. Photo ID or Student ID
   d. Vaccine Card or Alternative documents ready
   e. A phone or computer with a camera and microphone

*Students who request an exemption, will receive a follow up email with the next steps

Online-Only Declaration

https://www.surveymonkey.com/r/HLKB83V

Online-only students who do not come to campus, out-of-state or outside the US: Online students who never come to campus for classes, support services, activities, or appointments and do not wish to share their vaccination status must submit a quarterly online-only declaration using the link above.

Students who would like to register for in-person or hybrid classes or receive on-campus services for the winter quarter or future quarters, must complete the two steps attestation and verification process. GRC recommends all students, who are vaccinated, to complete these steps before coming to classes.

Failure to complete this requirement will result in academic holds, changes in class modalities, and/or administrative withdrawal. Misrepresentation and/or falsification violates the Student Code of Conduct and will be subject to a judicial review.
Student Code of Conduct - Green River College

Dashboard Data on Vaccination and Exemption Status

Information can be found at Vaccination Dashboard - Green River College

Student Vaccination Status Exemption Process

Student Vaccination Exemptions (Medical or Religious)*
- a. Log into your ctcLink Student Homepage
    - i. ctcLink - Sign In
    - ii. Request a religious or medical exemption   > Immunization Attestation > COVID-19 Vaccination Attestation
- b. GRC Staff will review the request and follow up with the student
    - iii. Students will need to be prepared to show or provide documentation during the review process
- c. Students are notified on their next steps if any are needed.
    - iv. Staff may request additional supporting documentation
- d. Approval or Denial Letter is emailed
    - v. Approval Letter is sent including individualized accommodations for each student
    - vi. Notifications to faculty of accommodations will be sent from Student Affairs staff
    - vii. Denial Letter is sent including the next step
- e. Student Falsification or misrepresentation of the medical or religious is a violation of the Student Code of Conduct and will follow the Student Judicial Affairs process
    - viii. Student Code of Conduct - Green River College
- f. GRC strongly recommends students with an approved exemption to remain in virtual classrooms and utilize virtual support services

    *9.2 Student Immunization Attestation | 9.2 Student Home Page | ctcLink Reference Center

Student Vaccination Exemptions (Online-Only)*

        a. Submit an Online-Only Declaration
                i. https://www.surveymonkey.com/r/HLKB83V
                ii. Online-only students who do not come to campus, out-of-state or outside the US: Online students who never come to campus for classes, support services, activities, or appointments. Please submit this online-only declaration using the link.
                iii. Online-Only declarations are to be submitted on a quarterly basis.
        b. GRC crosschecks student status and reviews the request
                i. Approval Letter is emailed to student
                ii. Denial Letter is emailed to student with next steps
        c. Student Falsification or misrepresentation of the medical or religious is a violation of the Student Code of Conduct and will follow the Student Judicial Affairs process
                i. [Student Code of Conduct - Green River College](#)
        d. GRC strongly recommends students with an approved exemption to remain in virtual classrooms and utilize virtual support services

Classroom, Common Space and Building Layout and Needs

Signage can be printed from the link below. Signage will also be available in all workroom locations in each building.

[COVID & Return GRC Signage (sharepoint.com)](#)

- ***Classroom spaces (non-labs and including lecture halls) will have the following:***
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Signage for recommended physical distancing and PPE usage
  - Signage for strongly recommended mask wearing and locations for required mask wearing

- ***Classroom spaces (computer labs) will have the following:***
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Possibly closing off every other computer station if needed for physical distancing when necessary
  - Signage for recommended physical distancing and PPE usage
  - Signage for strongly recommended mask wearing and locations for required mask wearing

- ***Classroom spaces (science labs) will have the following:***
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Possibly closing off every other lab station if needed for physical distancing

- o Signage for recommended physical distancing and PPE usage

- **Main entrances to buildings will include:**
  - o 3-in-1 stands with signage, touchless hand sanitizer, masks, and sanitizer wipes
  - o Signage for recommended physical distancing and PPE usage
  - o Signage for strongly recommended mask wearing and locations for required mask wearing

- **Common areas of buildings not near main entrances will include:**
  - o Touchless hand sanitizer stands or wall mounts
  - o Sanitizer wipes
  - o Where appropriate, plexiglass dividers for shared tables
    - ▪ Large round tables
    - ▪ Rectangle tables
  - o Signage for strongly recommended mask wearing and locations for required mask wearing

- **Office spaces (with doors) will include:**
  - o Signage for strongly recommended mask wearing and locations for required mask wearing
  - o Touchless hand sanitizer stands or wall mounts in common/shared spaces
  - o Sanitizer wipes
  - o Sanitizer bottles for desk
  - o Transaction plexiglass divider
    - ▪ Upon request
  - o Plexiglass dividers for office meeting tables
    - ▪ Upon request
- **Office spaces (cubicle style) will include:**
  - o Signage for strongly recommended mask wearing and locations for required mask wearing
  - o Touchless hand sanitizer stands or wall mounts in common/shared spaces
  - o Sanitizer wipes

- **Information, Front and Welcome desks will include:**
  - o Signage for strongly recommended mask wearing and locations for required mask wearing
  - o Touchless hand sanitizer stands or wall mounts at desk or before approaching desk
  - o Sanitizer wipes
  - o Transaction plexiglass where appropriate may be installed

- **Restrooms will include:**
  - o Touchless hand sanitizer stands or wall mounts
  - o Signage for physical distancing
  - o Signage for strongly recommended mask wearing and locations for required mask wearing

- *Staff/faculty lunchrooms will include:*
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Signage for using own utensils and containers + cleaning up immediately after use
  - Tables/chairs will be removed to allow for 6 feet physical distancing
  - Signage for strongly recommended mask wearing and locations for required mask wearing

Additional Recommendations:
- Personal face shields as added protections with masks will be available for purchase at the Paper Tree Bookstore
- Personal desk dividers will be available for purchase at the Paper Tree Bookstore
- Main welcome desks will house some PPE (masks, gloves) to distribute upon request
- Bulk order of GRC-branded pens that people can take with them after use
- GatorNet will include access to templates for access to various signage

Additional Information:
- Custodial staff will check on/refill stock daily
- QR codes on signage
- Signage types:
  - Reminders for users to clean their workstation before/after use in classrooms/labs
  - Recommended physical distancing and PPE usage
  - Signage for strongly recommended mask wearing and locations for required mask wearing

Student/Employee Isolation and Quarantining Procedures

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you **do not need to quarantine**.

- You are up to date with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a viral test).

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with

COVID-19. If you test positive or develop COVID-19 symptoms, isolate yourself from other people and follow recommendations in the Isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

Who should quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not up to date on COVID-19 vaccines. This includes people who are not vaccinated.

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4∘F or greater), cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.
- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
  - If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
  - If you test positive, you should isolate yourself for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
  - If you are unable to take a test 5 days after the last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.
  - Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting extremely sick from COVID-19, as well as others outside your home

throughout the full 10 days after your last close contact with someone with COVID-19.

- If you are unable to quarantine, you should wear a [well-fitting mask](#) for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- See additional information [about travel](#).
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate yourself immediately and [get tested](#).

Quarantine in high-risk congregate settings

In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's [setting-specific guidance](#) provides additional recommendations for these settings.

CCA students will be provided with a separate isolation area on campus to allow students to be isolated in single-occupancy rooms. During their stay in isolation, students will receive on-going follow up by the CCA team and will be provided with access to daily necessities such as meals.

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it is safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a [well-fitting mask](#) when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a [positive viral test](#) for COVID-19, regardless of whether they have [symptoms.](#)
- People with [symptoms](#) of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

What to do for isolation

- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation at home](#), if possible.
- Avoid contact with other members of the household and pets.
- Do not share personal household items, like cups, towels, and utensils.
- Wear a [well-fitting mask](#) when you need to be around other people.

Learn more about [what to do if you are sick](#) and [how to notify your contacts](#).

Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had [symptoms](#), isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are [immunocompromised](#)

or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.

- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.
- See additional information about travel.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test[1] towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is positive, you can also choose to test daily and if your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and avoiding travel as described above.

Note that these recommendations on ending isolation **do not** apply to people with moderate or severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.

- If you develop [symptoms](#) after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for [ending isolation for people who had COVID-19 and had symptoms](#).
- See additional information [about travel](#).
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

[COVID-19 Quarantine and Isolation | CDC](#)

Contact Tracing

[How to Determine a Close Contact for COVID-19 | CDC](#)

The College will perform contact tracing internally in addition to any local health department contact tracing.

Effective contact tracing will be managed through a partnership between Human Resources, Benefits Services, Student Affairs, and Campus Safety. Collaboration between these departments is crucial to ensure the alignment of strategies to regularly monitor the status of the health environment of the campus. Campus Safety, within Student Affairs oversees contact tracing for student cases and contacts. Benefits Services, within Business Administration oversees contact tracing for employees. Additional assistance with employee contact tracing will be provided to Benefits Services by Human Resources upon request.

Contact Tracing Record Keeping

To monitor and control contact tracing practices, Campus Safety will use a shared communication system. Departments with access to the shared information will be Campus Safety, Student Affairs, College Relations, Benefits Services and Human Resources as needed.
- The purpose of this shared information system will be to:
  - Contain the spread of the disease through effective monitoring and rapid response on campus.
  - Isolate positive cases or quarantine of close contacts, which can slow and stop the transmission on campus.
  - Allow for collaboration between departments.

Student-Related Cases

Campus Safety has established a Case & Contact Tracing Team with a priority of administering and managing all facets of the unit's function for contact tracing. A staff member from Campus Safety will work directly with the Vice President of Student

Affairs to facilitate contact tracing in a manner that helps preserve the confidentiality of those involved.

The administrative and operational responsibilities of the Case Contact Tracing Team are to:
- Communicate with newly diagnosed campus community members to obtain their contacts.
- Collect and record information.
- Update systems and notify Benefits Services, Human Resources, and Residence Life of quarantine/isolation necessities and other health status changes.
- If necessary, work with College Relations, Residence Life, and managers/division chairs to notify broader groups with a message about exposure and issue symptom monitoring information.
- If appropriate, collaborate with Residence Life about quarantine/isolation needs.
- If appropriate, notify Benefits Services about employee contacts with diagnosed or suspected students and employees.
- If appropriate, work with Facilities in all impacted classrooms and/or buildings. All student-related cases are supported by others to ensure the College works with the student to ensure they do not fall behind in academic studies and to make accommodation wherever needed.

Employee-Related Cases

Benefits Services will administer/facilitate all employee related cases and contacts. Campus Safety will notify Benefits Services of any employee's close contact with students that test positive. Benefits Services will notify Campus Safety of any student's close contact with an employee that tests positive. GRC will follow all current King County Health Department, CDC Guidance reference to Contact Tracing.

Steps for Contact Tracing

1. If an employee tests positive, they should follow CDC guidelines and take steps to ensure their safety and the people around them (**https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html**. View Public Health — Seattle & King County's **How long to stay at home when sick guide**.

2. The employee should contact the Director of Benefits Services (Sheryl Gordon) at (253)288-3434 and share that they have received a positive Covid-19 test. Be prepared by having the date the symptoms started, when you were tested, and who you may have had close contact with while on Green River College's campus. The Director of Benefits Services will go over what close contact means and how long you will need to quarantine before returning to campus.

3. Contact your supervisor and let them know you tested positive and that you have already reached out to The Director of Benefits Services.

4. Continue following CDC guidelines as outlined above in protocol #1.

5. The Director of Benefits Services will reach out to any employees that the infected employee had close contact with and instruct them on the proper protocols regarding following CDC guidelines and their return to GRC's campus. The Director of Benefits Services will continue any secondary contract tracing with any employee in contact with these contacts to the extent possible.

Student Conduct, Compliance and Enforcement Student Expectations and Student Handbook

The Office of Judicial Affairs has developed student expectations that specifically address COVID-19 public health guidance.

Face Coverings/Masks Strongly Recommended (unless in areas/classrooms designated with masks requirements) Usage: Students must wear a mask or face covering that covers their nose and mouth to prevent the spread of COVID-19 in all required locations, carry a mask when on campus, and strongly recommended to wear a mask when on campus. Masks must be worn when required to enter and while present in all classrooms and common spaces on campus, including any academic, administrative, residential, food service, branch locations, non-instructional spaces, offices, and recreational buildings where signage clearly states mandatory masks required.

Failure to Comply or Following the Directive of a College Employee

WAC 132J-126-090 Conduct-Student Responsibilities
(10) Failure to comply.
Failure to comply with directions of college officials, campus safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. Not abiding by the direction of college officials (safety officers, administrator, staff, or faculty member) in the exercise of their duties, including both written and verbal instruction as well as producing College identification when asked. This includes abiding by all College-required physical distancing, face coverings, crowd sizes, reporting, and contact tracing measures. This charge may be applied if a student has been instructed to quarantine/self-isolate and fails to do so.

Fraud, Lying, or Misleading Lying or Fraudulent Misrepresentation

WAC 132J-126-090 Conduct-Student Responsibilities
(24) Forgery or alteration of records

Any student who, while in any college facility or participating in a college-related program, engages in forgery, as defined in RCW **9A.60.020**.

(26) False Complaint
Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter. This includes knowingly not disclosing a positive COVID-19 health test result, failing to disclose COVID symptoms on an attestation, etc. to a college official, as well as filing a malicious or frivolous complaint about another student.

Sanctions

If these protocols are not being followed by a student, please send an e-mail to judicialaffairs@greenriver.edu. Every employee has a responsibility to make sure that the Covid safety protocols are followed by everyone on our campus.

The following definitions of the disciplinary terms have been established to provide consistency in the application of penalties:

(1) **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
(2) **Probation** - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
(3) **Loss of privileges** - Denial of specified college privileges for a designated period.
(4) **Fines** - Previously established and published monetary charges.
(5) **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
(6) **Discretionary sanctions** - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.
(7) **College suspension** - Separation of the student from the college for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
(8) **College dismissal** - Permanent separation of the student from the college.
(9) **Revocation of admission and/or degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
(10) **Registration hold** - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the vice president of student affairs or designee.
(11) **Revocation of club status and loss of college recognition** - Applies to clubs and organizations.

Facilities Management and Disinfection Practices

GRC has prescribed the following systematic approach to the regular cleaning and disinfecting of all facilities, including classrooms, office space, housing and food service facilities, equipment and laboratories, and public spaces. These measures are consistent with King County Health Department, CDC guidance for Institutions of Higher Education:

> • EPA-registered disinfectant that is effective against COVID-19 shall be used where feasible.
> • Debris and dust shall be cleaned from soiled surfaces prior to disinfecting.
> • Surfaces shall be allowed to air dry to allow for the appropriate dwell time of the disinfectant.

Updated Facilities plan and protocols can be found at [GRC-Covid-Cleaning-Revision-3.pdf (greenriver.edu)](GRC-Covid-Cleaning-Revision-3.pdf)

Defined Space Practices General Office Space

Disinfection of high contact surfaces within general office spaces will be conducted by individual area users utilizing disinfecting wipes, gloves, all while wearing a face covering. Users will wipe down commonly touched surfaces (countertops, doorknobs, sneeze guards, shared equipment, appliance) surfaces several times per day.

Laboratory Space: The disinfection of laboratories will be conducted by laboratory techs working in designated areas. Facilities staff will not be cleaning between classes as determined by the most current data and King County Health Department guidance for touch surfaces. Students should be directed to clean equipment at the beginning of each class prior to use and again at the end of class. Disinfectant wipes will be available. Facilities staff will disinfect these spaces as part of their regular daily cleaning schedule.

Gym & Fitness Center, Library, and Other High Traffic Areas

Disinfection of high contact surfaces and equipment in these spaces will be conducted by individual area users under supervision of area staff. Users will be required to wipe down equipment, tables, and other individual-use surfaces, such as desks, tables, and chairs, before and after each use. Facilities staff will disinfect these areas on an as-needed basis.

Common Areas Disinfection of public areas, hallways, large venues, and high touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, and the like will be cleaned and disinfected by custodial staff using an approved protocol at a minimum of two times per day.

Upon confirmation of a positive case of COVID-19 in the GRC community, COVID protocol cleaning will be conducted for cleaning of the affected areas using an approved protocol.

Common Area Disinfection (High Traffic/High Touch Areas)

Campus common area disinfection necessitates a collaborative approach by Facilities who oversee, administer, and manage custodial functions for the College. Facilities operations, utilizing a hybrid-model of in-house and outsourced resources, including contracted service providers, will determine cleaning protocols.

A full Facilities Management – COVID-19 Cleaning, and Disinfecting Plan has been developed to provide a systematic approach to mitigating public health risks through cleaning and disinfecting practices.

Instruction Overview:

- The Vice President of Instruction, Instructional Deans, Division Chairs, and faculty collaborate on:
  - Prioritizing courses that are most important to return to campuses.
- On-campus instructional offerings will be the top priority at each location.
- The ability to bring more areas/departments/functions on-campus will be impacted by the amount of on-campus instruction being offered.
- Courses offered on all campuses must also have remote sections available. *(Exceptions will be made on a case-by-case basis, with the approval of the Vice President of Instruction.)*
- Final decisions will be made on whether each identified course in collaboration with faculty, division chair and dean on class modality.

LECTURE CLASSES

Best Practice Strategies for Classroom Attendance

Prior to Class:
1. **Faculty, staff, and students will be expected to stay home if they feel sick or have been in close contact with a confirmed positive Covid-19 case.**
   - If a student is ill/absent for a long period of time, see section <u>What to do if students might be ill/absent for a long period of time</u> which shares a menu of options

Students Entering the Classroom:
1. PPE for faculty, staff, and students:

- Faculty, staff, and students should bring their own face masks. Disposable masks are available at most building entry points.
- Faculty, staff, and students should use hand sanitizer prior to entry.

2. Signage is in the classrooms. If signage is needed for work areas, it may be requested.
3. If a student reports feeling sick or has been in close contact with a confirmed positive case, they will need to follow protocols.

Classroom Expectations:
1. Under the most recent Governor's Proclamation for "fully vaccinated" college, **there is no longer a requirement for social distancing.** As of Winter 2021, 3 ft. social distancing is strongly recommended at GRC, where possible.
2. Consumption of food and/or beverage in the classroom should be **minimized**. **Masks should be worn between sips and bites if in a mandatory mask location**. NOTE: Instruction Policy IN-3
3. If COVID symptoms develop during the time on site, the individual will be sent home immediately and should be tested. The faculty member will notify Campus Safety, the relevant division chair, and the dean. If the individual is positive for COVID, they will be contacted by Campus Safety for contact tracing and quarantine protocols before returning to the classroom. The dean and faculty are notified by Campus Safety when the individual can return to the classroom. Notification to Campus Safety will be done by student, faculty, division chair, dean, or supervisor. Campus Safety will notify the appropriate areas for follow-up and cleaning.
4. Failure to comply with hygiene protocols, health screening or reporting guidelines will result in the individual being sent home and refer to the Judicial Office.

Temporarily Leaving the Classroom:
1. If anyone must leave the classroom for any reason during the scheduled class, they must continue to wear a mask if required and use hand sanitizer.
2. Upon re-entering the classroom, students will be required to follow the entrance guidelines above, ensuring proper hygiene and use of PPE.

Confirmed Positive COVID-19 Cases:
1. Faculty and staff contact the Director of Benefits at x6622 to self-report if they have tested positive for COVID-19.
2. Students contact Campus Safety at x3350 to self-report if they have tested positive for COVID-19.
3. If a student, faculty, or staff is confirmed to have COVID-19 infection, Green River College will do contact tracing to inform fellow students, faculty, and staff of their exposure to COVID-19 but will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Green River College will instruct those notified how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
4. Also see the COVID-19 Student FAQ for procedures.

Sanitation and Cleanliness:
1. Soap, running water, and hand sanitizer will be abundantly provided by Facilities in buildings for frequent hand washing. Disinfectants will be available throughout the building and cleaning supplies will be frequently replenished. Faculty, staff,

and students will be encouraged to use hand sanitizer before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
2. Required hygiene practices will be posted in prominent locations and include:
    - Not to touch the face with unwashed hands or with gloves
    - Washing hands often with soap and water for at least 20 seconds
    - Use of hand sanitizer with at least 60% alcohol
    - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs
    - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC
3. If a student, faculty, or staff reports feeling sick and goes home, the area where that person worked will be disinfected.

LAB SETTINGS: Guidelines may vary by department/division

Student Preparation:
1. **Faculty, staff, and students will be expected to stay home if they feel sick or have been in close contact with a confirmed positive Covid-19 case.**
2. If a student is ill/absent for a long period of time, see section <u>What to do if students might be ill/absent for a long period of time</u> which shares a menu of options.
3. Students are recommended to bring their own mask. If a student does not have a mask, one will be provided. All other required PPE including gloves, gowns, face shields, goggles, etc. will be provided for student use based on the level of participation and proximity to others required. Departments will request PPE and provide to students if special PPE is required.
4. If needed, students may store personal items in the classroom at assigned locations where items can be removed after completing/exiting lab and before a new group of students enters.

Student Admission to Lab:
1. Students, faculty, and staff will don the appropriate PPE depending on the proximity to others that the lab activity requires.
    - Where needed, eye protection/face shields and cloth masks will be provided that will be washed at the end of the lab session following CDC guidelines
    - Disposable gloves will be provided
    - PPE must be donned for skills requiring close contact (<3 ft.) with other participants. This may include face shield, gloves, masks, and gowns. Barrier devices will also be used. Reusable gowns will be washed after each use.
2. If a student, faculty, or staff reports feeling sick or has been in close contact with a confirmed positive case, they will not be permitted in lab. If a student, faculty, or staff reports a sick family member at home with COVID-19, that individual will be sent home and must follow the isolation/quarantine requirements as established by the Washington State Department of Health.

3. If symptoms develop during the time on site, the individual will be sent home immediately. That individual will not be permitted to return until they have been evaluated by a healthcare provider.
4. Failure to comply with health screening or reporting guidelines will result in the individual being sent home.

Lab Preparation and Set-Up:
1. Students should be assigned to a workstation where possible; seating charts are encouraged.
2. Effort should be made so that workstations have all required materials available to minimize student traffic in the lab areas.
3. Cleaning materials will be available at all workstations. All stations must be thoroughly cleaned prior to leaving the assigned area. Faculty will be responsible for ensuring proper sanitation of equipment between students, and students may participate in the sanitation.
4. The largest spaces will be prioritized such that students can be socially distanced whenever possible.

Students Exiting the Lab:
- The designated lab exit will have a staging area designated for students to remove and dispose of any additional PPE. Reusable gowns and eye protection will be placed in marked receptacles for sanitation.
- Students should always wash their hands for a minimum of 20 seconds following DOH/CDC guidelines.
- After washing hands, students will exit the lab.

Breaks/Meals or Temporarily Leaving the Lab:
1. If a student must leave the lab area for any reason during the lab, they will be required to dispose of PPE and wash their hands before exiting the room.
2. Upon re-entrance to the lab students will be required to follow the entrance guidelines above, ensuring proper hand hygiene and PPE.
3. Cleaning materials will be available for student utilization in bathroom or other required facilities.
4. Breaks can be taken in individual student designated areas (recommend 6 ft distancing), or students can go through exit/entrance procedures detailed above and go outside (recommended for snack/meal breaks).

Sanitation and Cleanliness:
1. Soap and running water will be provided for frequent hand washing. 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.
   - When running water is not available, alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can be used but are not considered a replacement for handwashing.
4. Required hygiene practices will be posted in prominent locations and include:
   - Not to touch the face with unwashed hands or with gloves
   - Washing hands often with soap and water for at least 20 seconds

- Use of hand sanitizer with at least 60% alcohol
- Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs
- Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC

2. Disinfectants will be available throughout the location and cleaning supplies will be frequently replenished.
3. Prior to the start of lab, during lab, and at the conclusion of lab, all students, faculty, and staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach only used if other options are not available) to wipe down surfaces and reusable equipment that may have been used or will be shared in the next session.
4. If a student, faculty, or staff reports feeling sick and goes home, the area where that person worked will be disinfected.

Community Based Clinicals:
Students who have clinical rotation components of their program can do so under the following conditions:
- Green River College, the student and the employer/clinical partner are all comfortable with their ability to provide a safe working/learning environment.
- Students will be required to monitor themselves for symptoms daily during their clinical rotations.
- The student will operate under and be subject to the COVID-19 plan in place at the clinical site while participating in clinical experiences, including all agreements and PPE and immunization requirements.

Possible Language to include in syllabus (as it relates to COVID protocols)

- Green River College requires students, staff, and faculty who attend courses, or who participate in other operations or activities in person, to be fully vaccinated against COVID-19, subject to any medical exemptions required by law and any religious exemptions.

  o Online-only students not showing proof of vax need to sign the Online-only Declaration.
  o Online students who never come to campus for classes, support services, activities, or appointments are NOT required to submit a vaccination verification status and/or request an exemption at this time. However, students who need to come to campus in the future to access services or because the classroom mode of instruction has changed to hybrid or in-person will be required to complete the vaccination verification status and/or exemption process. Monitoring of online student status will be checked by Student Affairs.
- If an extended absence is possible, students are required to communicate with their instructor at the beginning of the absence and periodically during the absence if possible.

What do I say to my class about requiring a mask and classroom management of a student who does not wear a mask if required in my course?

- Ask all students to wear a mask as required for the course.
  - If a student does not have a mask, give them one
  - If they refuse to wear a mask, tell them that they cannot stay and must leave the classroom
  - If a student does not comply, on main campus call Campus Safety at extension 3350 or at Auburn or Kent locations, or the front desk at Enumclaw (who will report to Safety) to come to your classroom or office. While waiting for Safety, give the class a break until the situation is resolved
  - Report to Director of Judicial Affairs, Godfrey Drake at x3397, gdrake@greenriver.edu and/or through Teams
- The following signs can be downloaded and printed to use in your offices, classrooms, or other purposes. COVID & Return to Campus Signage

Procedures in the classroom especially as it relates to accommodations

- Starting Spring 2022, faculty will be notified of Student Accommodations by Instructional staff students will be notified by Student Affairs of exemption status and accommodations.
  - Accommodation notifications letters will be supplied for classes meeting in person.
    - A faculty member will not receive a list if they do not have students in their class that have been granted accommodations (individual reasonable accommodations per each student)
- Classroom furniture can be arranged to allow accommodations for students with exemptions and/or students who are vaccinated and prefer to distance.
  -
  - **For example**:
    - Every-other-seat spacing between students. Extra chairs may be moved to the side of the classroom in classrooms where extra chairs are not removed.
    - Request a bigger room.
    - Place signs reminding individuals to socially distance in the classroom.
    - Work with the student – for other alternatives.
- Continue to **follow procedures for social distancing/best practices strategies** for lecture classes, labs, and clinical placements.
- For contact tracing, strongly encourage seat assignments in the classroom.

Process to change modality depending on number/percentage of exempted students

- There are many reasons why a faculty member may need to change the modality of their class at any given time. Faculty should follow the usual protocol of working with their division chair and dean to make these changes and notify students of the change.

When meeting with students in an individual office
Meetings are encouraged to be done face-to-face and remotely (i.e. Zoom or Teams)
- If a meeting must occur in person, using a larger space such as a conference room or a classroom is recommended.
- If a meeting must occur in a faculty office, social distancing is required.
- Both faculty and students are required to wear face masks and might consider wearing face shields when required to do so in spaces designated with signage.

What to do if students might be ill/absent for a long period of time
- If an extended absence happens, students are required to communicate with their instructor at the beginning of the absence and periodically during the absence if possible.
- Work with students as you usually would when they are absent.
- If a student is absent for a length of time:
  - The instructor can set up the option to have student(s) attend through Zoom
    - Request equipment from Media Services
    - Instructional Classrooms with AV equipment permanently installed:
      - SC 101, 134, 136, 137, 244,
      - CH 101, 109, 116, 120, 309,
      - ZWC 104,105,
      - TC 106, 110, 112, 108,
      - SH 155, 350,
      - EC13,
      - AC250, 310, 330, 350,370.
      - Kent rooms 321 & 324
      - Enumclaw rooms 13,14,15,16

- Work with the Dean and/or Division Chair on other options, such as:
  - Working with the student independently or allow the student to work independently on remaining course requirements
  - Transferring to an online section if able to complete the work remotely and a viable section exist
  - Assigning an Incomplete, if appropriate
  - Independent study, if appropriate (please note that this may or may not work for student needs)
  - Withdrawal as an option

Inside buildings on campus
- Face masks are strongly recommended inside buildings on campus unless designated as required with signage or on request.

Outdoors on campus:

- Face masks are optional when outdoors but strongly recommended.

Elevators:
- Encourage awareness of the number of people in the elevator and consider waiting for the next elevator or taking the stairs.
- When you are not able to avoid a crowded elevator, please consider masks that cover your nose and mouth and fit against the side of your face to provide protection.

Restrooms
- Maintain social distancing as much as possible in restrooms

Non-classroom Space Protocol Monitoring and Safety
- The library and other non-classroom spaces have clear signage detailing expectations.
- Staff in shared areas (such as the library) monitor compliance as much as possible. There is increased patrolling and "spot checks" by Safety officers.
  - Leveraging student leadership groups and peer-to-peer communication and incentivizing good practices such as being able to enter your proof of daily health attestation in a raffle.

Food Services

Food Services, in coordination with Conference Services, has worked tirelessly focusing on the health and safety of food services at all service locations on campus. The measures below are being implemented to increase the safety of the environment for students, guests, and employees. These measures are in addition to the already high standards and practices promoted around food safety and sanitation. The measures are based on guidance from the U.S. Centers for Disease Control, the Governor's guidance, and local health department recommendations and requirements, and are subject to change.

Meetings and Events

Departments and student groups interested in hosting meetings and events on the main campus should contact Conference Services for guidance. Conference Services will maintain and update Meetings and Events protocols and procedures in adherence to the College, and the state of Washington. Contact the branch managers for meetings & event at each branch location.

Employees

All employees have received training on operating the dining services location with COVID-19 prevention measures in place. The focus is on proper use of PPE, proper cleaning, disinfecting and sanitation procedures. Food Services will minimize the number of vendors it uses to reduce the number of people coming to campus or entering buildings. In addition, vendors will also be expected to follow the guidance and policies of the CDC, state and local health agencies and local policies around vendors coming to campus.

Customers

Will follow current Green River protocols.

Institutional Student Support Services & Departmental Opening

Guiding Principles:
- To the greatest extent possible, design reopening plans with the safety and wellbeing of staff and students at the center.
- Follow all directives, guidance, and mandates from the Governor, Washington State, Labor and Industry. and health officials.
- Staff and students will have access to adequate personal protective equipment (PPE).
- At every stage of reopening, provide clear, consistent, and regular communication (to all stakeholders, including staff, students, and across departments/service areas) with mechanisms for feedback, ongoing improvement, and adjustments, as necessary.
- Provide staff and students adequate notice of reentry to support home, personal, professional, and academic needs.
- We will work together as much as possible to provide support from multiple services to students needing in-person support on the same day, while remaining flexible to address the needs of students.
- Reopening plans will consider the successful strategies that were employed during our virtual work in ways that will honor multiple ways of serving students.

Support Services & Department Reopening:
- Reopening for Face-to-Face Student meetings and services:
  - Monday 8:00am – 5:00pm
  - Tuesday 8:00 – 5:00pm
  - Thursday 8:00am – 5:00pm

Logistics:
- Offer consistent operational hours across student support service and operational areas of all campus locations.
- Walk-in services are available in all areas

- Service areas using the same method/system for making appointments will still be an option (and checking in for appointments) –
- Service areas using the same system(s) for remote service delivery:
  - Teams
  - Zoom
  - Email
- Cleaning schedule, protocol, and capacity for each physical area – both after hours and after spaces/equipment is/are used.
  - Facilities has drafted a plan for custodial services for the main campus, which is with the PPE committee for review and consideration.
  - Branch locations are currently using separate janitorial contracts
  - All branch locations will have daily disinfection; scheduled according to building/class schedules.

Events & Meetings:

Anyone (students, faculty, staff, and community members) attending events & meetings at Green River College campuses are strongly recommended to wear masks. Masks will continue to be provided at the entrances of each building. Bringing masks to campus is the best approach to being prepared if it is required in a specific location on campus.

Hours of Operation & Mask Details

Department or Area	Hours of Operation	Masks required in this space.
Information Technology Department	Monday thru Friday 7:30 -5:30 In person and virtual assistance	Upon Mask Request
IT Employee Service Support Desk (HD)	Monday thru Friday 7:30 -5:30 In person and virtual assistance	Upon Mask Request
IT Student Service Support Desk HL	Monday thru Thursday in person support 8am-6pm, Fri 9am-2pm, Virtual Zoom Lobby Support M-TH 8am-7pm, Fri 8am-5pm	Masks Required
IT Student Service Support Desk Kent	Monday thru Friday 8am - 2pm in person support, Virtual Zoom Lobby Support M-TH 8am-7pm, Fri 8am-5pm	Masks Required
Human Resources**	In person 9-4 by appt	Upon Mask Request
Financial Services/Payroll/Purchasing**	In person by appointment	Upon Request/Mutual Agreement
Student Financial Services - SA	same hours as FA and Registration	Upon Request/Mutual Agreement
Facilities	8:00a - 4:00p M-F 24 hr. emergency contact	Upon Request/Mutual Agreement
International Programs	Monday thru Thurs 9:00-5:00	
IVD office	Monday thru Thurs 9:00-5:00	Upon request/mutual agreement
IVA IEP offices		Masks Required
Advancement - CRO/Found	In Person: M, Tu, Th 8-5 pm	Masks Optional and Recommended
VP/President suite	M, Tu, Th 8-5 pm	Masks Optional and Recommended
Tutoring		Masks mandatory
Math Resource Center		Masks mandatory
Public Speaking Center		Masks mandatory
Reading Writing Center		Masks mandatory
Library		Masks mandatory
Counseling		Masks mandatory
Open Doors	M, Tu, Th 8-5 pm	Masks Optional and Recommended
Financial Aid	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
Running Starts	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
Completion and Benefits Hub	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
Registrar	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
Placement and Testing	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional
Welcome Desk	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional
Veterans	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional

DSS	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
TRiO	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Required
VPSA office	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional and Recommended
Campus Safety	M, Tu, Th 8-5 pm In person	Mask Optional and Recommended
Judicial Office	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional and Recommended
Student Life	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional and Recommended
ODEI	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional and Recommended
Athletics	M, Tu, W, Th 8-8 pm In person	Mask Optional and Recommended
RAC	M, Tu, W, Th 11-8 pm	Mask Optional and Recommended
Conference Services	M, Tu, W, Th 8-5 pm In person and virtual assistance	Mask Optional and Recommended
Food Services	M, Tu, W, Th 7:30-2:30	Mask Optional and Recommended
CAC	M, Tu, Th 8-5 pm In person and virtual assistance	Mask Optional and recommended
Building Secretaries (RLC, SH 2, SC, CH)	M, Tu, Th 7-3:30 pm	Mask optional at counter; May be asked to put on mask for up close personal contact (Masks will be available)
Building Secretary (SH 1)	M, Tu, Th 7:30-4:00 pm M, Tu, Th 7-7:30 others help cover SH-1	Mask optional at counter; May be asked to put on mask for up close personal contact (Masks will be available)
MESA	T, Th 9-5:00 pm	Mask optional and Recommended
Workforce Education	M, Tu, Th 8-5 pm	Mask optional and Recommended
Master Achiever Center	Remain in Virtual	
Basic Skills Office	Remain in Virtual	
Branch Locations Auburn and Enumclaw	M, Tu, Th 7am-3pm	Mask Optional and Recommended
Kent Campus Location	M, Tu, Th 7am-4pm	Mask Optional and Recommended

*Some operational areas are under construction and will remain in virtual until the completion of the project.