

Each day before campus entry

The following requirements are infection control measures implemented to prevent campus access by individuals confirmed or suspected to be infected with COVID-19. Each day, before campus entry:

- Conduct a **Wellness-Screening-Check** by going to:
 - Employees | bit.ly/covid-employee-form
 - Students | bit.ly/covid-student-form
- Do not come to campus if you experience [COVID-like symptoms](#) or measure a temperature at or above 100.4 °F (38.0 °C). You will be sent away.
- **If you have been ill**, stay home for no less than 10 days from the start of symptoms. Do not return to school/work until your respiratory symptoms have improved and you have been free of fever without the use of medications for at least 24 hours.
 - Your instructor (or supervisor) does not need to know your familial or personal health information but they do need to know when you will be absent from school or work. They are required to work with you for H&S and COVID-19 leave considerations.
 - If employees are unsure about using leave, contact Human Resources.
- King County recommends that all people experiencing [COVID-like symptoms](#) should **get tested** for COVID-19. To find local, free test centers go to <https://www.kingcounty.gov/depts/health/covid-19/testing.aspx>.
 - If any person with on-campus presence tests positive for COVID-19, immediately notify healthandsafety@seattlecolleges.edu
 - For medical related questions – such as, should I get tested for COVID-19? – contact your healthcare provider or call 206-477-3977.

- Do not come to campus if you have been **exposed to COVID-19**:
 - If you have been directed by a healthcare provider, public health profession, or contact-tracer to quarantine, do not come to campus until 14 days have passed since the potential exposure event. Isolate at home. Isolate away from others in the home, if possible.
 - If you live with someone in the home who is experiencing [COVID-like symptoms](#) and cannot isolate from them, do not come to campus. You may return to campus when 14 days have passed after the sick person's recovery or 14 days after isolation was setup.
 - If the sick house-mate tests negative for COVID-19, you may return to campus.
- If you have a complicated situation and need (confidential) assistance contact healthandsafety@seattlecolleges.edu. You may also call 206.934.3210 or 206.934.5522 (leave-a-message and wait for call-back).

Instructors (and supervisors) should plan to be flexible in accommodating for **absenteeism**

- Actively encourage sick students to stay home
- Do not require a healthcare provider's note for students who are sick with acute respiratory illness to validate their illness
- Maintain flexible policies that permit students to stay home to care for a sick family member

While On-campus

The following requirements are infection control measures implemented to protect against the potential asymptomatic case. **At all times while on-campus:**

- Maintain a minimum of **6 feet of physical-distance** from all other people, at all times while on campus.
 - Tasks that require breaking the physical-distance barrier must be declared in advance and requested for review by the district health and safety (H&S) team. The H&S team will conduct a transmission risk assessment and declare the minimum required personal protective equipment (PPE) for the designated tasks before it is permitted.
- **Wear a face covering** that fully covers the mouth-and-nose.
 - The only exceptions are if an individual is working alone (with no chance of human interaction); they must have a face covering on-hand and don that at any time that another person may enter their space
 - Exceptions DO NOT include
 - Situations that would result in repeated putting-on and taking-off the face covering several times a day
 - Outdoor activities where the individual may be exposed to persons of the general public
 - Any situation that the individual's instructor, management, the COVID-19 Site Supervisor, or H&S personnel directs that a covering must be worn
 - Face shields without a face covering
 - Always wash or sanitize your hands after putting-on, taking-off, or adjusting the face covering
- Practice good **respiratory etiquette** by cough or sneezing into the inside of your elbow – not your hands. Do not remove your mask to cough or sneeze. Immediately, wash or sanitize your hands.
- **Wash your hands** regularly with soap and fresh water for at least 20 seconds and avoid touching your face or mask.

- Any individual that develops **symptoms, while on-campus**, must be instructed to immediately return home and contact their healthcare provider. Until that time:
 - Separate them from others using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting);
 - Ensure they wear a face covering;
 - Restrict the number of personnel entering isolation areas; and
 - Evacuate and shutdown all areas that the individual has occupied (even restrooms) and notify healthandsafety@seattlecolleges.edu.
- **Before you leave for the day**, document any and all direct-contacts that may have occurred while on campus and list the campus areas or departments visited by completing the online check-out form for students (bit.ly/covid-student-form) | employees (bit.ly/covid-employee-form).

All campus entrants need to take part in cleaning up after oneself – to prevent the spread of infection of your germs to other on-campus occupants and visa-versa. This includes:

- Disinfecting the horizontal surfaces and high-touch points within your workspace before AND after working in the space.
- Properly follow disinfection procedures (as described in the [Initial COVID-19 H&S Training](#)).
- Do not allow student access to college provided chemical disinfectants without direct supervision and instruction on the appropriate procedures.

COVID-19 Safety Training

- All campus entrants must participate in an [Initial COVID-19 H&S Training](#) on-or-before the first day of returning to campus. This on-demand training is a 1-hour session for employees and 15-minutes for students/visitors.
- On a weekly basis, thereafter, all routine campus entrants must participate in a [Weekly COVID-19 Training/Update](#), posted at <https://www.seattlecolleges.edu/coronavirus/covid-19-infection-control-program-and-safety-training> (scroll down) – instructors (and supervisors) are to make these available to their students (or direct reports) and track attendance.

Individuals at Increased-risk for Severe Illness from COVID-19

According to the Centers for Disease Control and Prevention (CDC), older adults and people with certain medical conditions are particularly susceptible to severe illness from COVID-19. With respect to age, the CDC indicates that 8 of 10 deaths attributed to COVID-19 are among those aged 65 and older. With respect to medical conditions, the CDC now divides people between those who are “at increased risk” and those who “might be at an increased risk.” The categories just described are further [detailed here](#).

- Employees/students who are at [increased risk to severe illness](#) from COVID-19 should continue to either work remotely or in areas that do not present them with direct public interaction (direct means within 6 feet of distance) – to seek the accommodations process:
 - Employees can contact: hr.district@seattlecolleges.edu
 - Students can contact:
 - North Seattle College | DS@seattlecolleges.edu
 - Seattle Central College | DSS.Central@seattlecolleges.edu
 - South Seattle College | Disability.South@seattlecolleges.edu