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## Media Messaging Campaigning

Communicating and reinforcing behavioral interventions will be particularly important as students return to on-campus classes. New students may be unaware of the campus culture, rules, and procedures for COVID19 containment, and they may be less likely to have previously been infected and therefore lack immunity. The arrival of incoming students, welcome events; including international students; bar patronage; congregate living, and various other group events may precipitate outbreaks when participants are not fully vaccinated.

For this consideration, Seattle Colleges will work to educate all campus entrants with repeated and consistent media messaging campaign, (utilizing canvas, starfish, emails, social media, signage, etc.) to make people aware of the rules, procedures, and [expectations for on-campus activities](#).

College leadership at all levels, including but not limited to Deans, Directors, VPs and Presidents will support the College's culture of safety by providing the planning, direction, and resources necessary to create a safe college environment. Leadership will work together to follow guidance from the American College Health Association (ACHA) in planning for a return to live, on-campus activities and will:

- Develop strategies utilizing best practices to maximize acceptance of vaccination, including understanding and [addressing vaccine hesitancy](#), communicating messages [targeted to the appropriate audience](#), providing incentives for vaccinations, or implementing vaccine requirements for subgroups (such as those using campus housing, students in health professions, and athletes). ACHA's Campus [COVID19 Vaccine \(CoVAC\) Initiative](#) will be providing tools and resources to help IHEs address vaccine hesitancy and promote vaccine uptake.
- Utilize established resources and toolkits such as the [Association of Immunization Manager's COVID19 Vaccine Communication Resources](#) or [CDC's Vaccination Communication Toolkit](#) to optimize and tailor communications based on the audience.
- Educate and train student-facing staff and faculty on vaccination benefits, venues, and other resources.
- Provide [guidance on getting a second dose of vaccine](#) and keeping up-to-date with COVID19 booster vaccinations.
- Demonstration of safe practices for assigned tasks.
- The use and care of any required personal protective equipment (PPE).
- A review of the [safety policy](#) and [procedures](#) and [COVID19 requirements for on-campus activity](#).
- [How to report health hazards or unsafe work conditions](#).
- [How to respond to non-compliance with infection controls](#).
- How to [report a COVID19 illness](#) or seek guidance on whether to (or how long to) [isolate](#) or [quarantine](#).

- Post readable signs prominently throughout the worksite with messages about corresponding infection controls such as, frequent hand washing, respiratory etiquette, and isolation/quarantine standards, and (where applicable) masking or physical-distancing.
- Provide workplace hazard education materials in a language that is easily understood. Resources for multilingual COVID19 education materials are available through the Washington DOH and other public health organizations: <https://coronavirus.wa.gov/partner-toolkit/infographic-library-color>.
- Disseminate relevant information from DOSH, OSHA, local and state health departments, the CDC, and other similar COVID19 authorities.

## Hazard Updates & Training(s)

Seattle Colleges' H&S Team has provided usable and appropriate training, education, and informational material about workplace-essential job functions for worker health & safety, including proper hygiene practices and the use of any workplace controls (including personal protective equipment) to prevent the spread of infection of COVID19. Participation in basic workplace hazard education about the novel coronavirus was (2020/2021) required for all employees returning to work on campus that would involve face-to-face interactions with coworkers, students, or the general public. All employees and students were required to participate in COVID19 safety trainings on-or-before their first day of returning to campus activities. These trainings and weekly updates remain available online at <https://www.seattlecolleges.edu/coronavirus/COVID19-infection-control-program-and-safety-training>.

Routine COVID19 situation updates and newly implemented safety measures continue to be communicated, as needed through email messaging by the district/campus communications team(s) and/or H&S team. All faculty, staff, and students need to pay particular attention to the details laid out therein and respond accordingly.

Seattle Colleges has identified within their employment community the following list of preferred languages for translation accommodations in disseminating the health & safety trainings and communications. It is the **responsibility of each department** to ensure that their employees are able to understand the materials being made available to them and accommodate appropriately to ensure proper protocols are understood and practiced within their employee workgroup. Department leadership may request other, similar language accommodations training by emailing [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu) (where feasible).

- |              |             |            |
|--------------|-------------|------------|
| • Spanish    | • Amharic   | • Khmer    |
| • Tagalog    | • Mandarin  | • Tigrinya |
| • Vietnamese | • Cantonese |            |

### Trainings on Bloodborne Pathogens & Biological Hazards in the workplace

The district Environmental Health and Safety (EHS) manager routinely hosts training sessions via live-zoom conferences on the topics of bloodborne pathogens and other biological hazards in the workplace

(BBP training), which covers discussion on many communicable diseases (e.g. norovirus, hantavirus, SARS-CoV-2, common cold/flu) that a person might encounter on-campus or working in a collegiate environment. An excellent discussion on SARS-CoV-2 and patterns of endemic disease is presented therein.

Although this training is mandatory for the following described employees – **it is open and welcoming to any participants that wish to learn more about the topic. BBP training is mandatory (to be completed annually) for any employee that works with or around blood, body fluids, or other potentially infectious materials (e.g. razors, needles, knives, and heavy-duty shop equipment). This includes all faculty/staff who work in shop, laboratory, and kitchen environments – or any employee required by their job description to conduct CPR/First aid in the event of an emergency (e.g. Safety & Security officers and faculty/staff of Professional-Technical programs).**

Note, it is the responsibility of supervisors to understand and be able to explain current safety standards and health rules; to ensure that employees are fully trained (and provide ongoing training where necessary); monitor and enforce proper use of PPE; monitor employee safety performance, and correct unsafe practices.

To find and register for up-coming BBP training sessions that work well with your schedule, go to: <https://bbpseattlecolleges.eventbrite.com>

### Trainings on Chemical Hazards and Communications (HazCom)

Hazard Communication (HazCom) training is a mandatory training for all employees who work with or around hazardous chemicals. This includes any hazardous chemical cleaning/disinfectant products used/stored in the workplace. The district EHS manager routinely hosts general sessions on this topic via live-zoom conferences, where we discuss good chemical hygiene, chemical labeling and communications, and emergency response procedures that correspond to workplace accidents/incidents/near-misses with chemicals – such as, fires, chemical exposure to a person or the environment, chemical spill clean-up and decontamination, etc. Each department that stores/uses/purchases chemicals is additionally required to provide task/product-specific Safety Operating Procedures (SOPs) and train their employees on the chemical management, handling, and personal protective equipment that correspond to the department specific tasks/products.

Note, it is the **responsibility of supervisors** to understand and be able to explain current safety standards and health rules; to ensure that employees are fully trained (and provide ongoing training where necessary); monitor and enforce proper use of PPE; monitor employee safety performance, and correct unsafe practices.

To find and register for up-coming General HazCom training sessions that work well with your schedule, go to: <https://hazcomseattlecolleges.eventbrite.com> or supervisors/managers are welcome to schedule

a session that works well for employee workgroups by contacting the district EHS manager at [christel.olsen2@seattlecolleges.edu](mailto:christel.olsen2@seattlecolleges.edu).

## COVID19 Testing Resources & Guidance

[Multilingual information about COVID-19 testing options](#) is available from the Washington State Department of Health (<https://doh.wa.gov/emergencies/covid-19/testing-covid-19>). Go here (<https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-tests>) for an excellent comparison of COVID-19 test kits to know when you should get a PCR or antigen (rapid) test. H&S recommends having on-hand one or a few antigen (rapid) tests at home and ready for use, should you or someone in your household develop COVID19-like symptoms.

Please note, if you have a known or potential-exposure to someone infected with COVID19 follow [quarantine standards](#) and get tested no sooner than 5-7 days after contact with the infected individual. Unless you develop symptoms; Any person experiencing COVID19-like symptoms (regardless of whether or not you think you've been exposed), should get tested right away and follow [isolation standards](#), described in the [Absenteeism Chapter](#) of this Infection Control Program.

Low cost (~\$10) rapid-antigen tests are available for purchase at most local pharmacies (These tests may be reimbursable through Health Insurance if you have it. Please speak with your insurance company on reimbursement directly.) and the following COVID19 testing options are provided at no cost to you:

- Public Health – Seattle & King County list of testing sites: <https://www.kingcounty.gov/depts/health/covid-19/testing.aspx>
- Tacoma-Pierce County Health Department list of testing sites: <https://www.tpchd.org/healthy-people/diseases/covid-19/testing-information>
- Snohomish Health District list of testing sites: <https://www.snohd.org/503/Drive-Thru-Testing-Available-by-Appointm>
- Husky Coronavirus Testing program: This is a voluntary research study for the UW community: <https://www.washington.edu/coronavirus/testing/>

You can order free, at-home COVID-19 test kits by mail from:

- The US government has free test supply program: [COVIDtests.gov](https://www.covidtests.gov)
- The WA Department of Health: <https://doh.wa.gov/emergencies/covid-19/testing-covid-19>
- [SayYesCovidHomeTest.org](https://www.sayyescovidhometest.org) now allows up to 2 orders per household every month, while supplies last. Each order contains 5 tests. That's 10 tests/month for people in WA! If you already ordered from SYCT, you can order again.

## How to Approach Non-compliance on Safety Procedures

As the campus begins to bring more students and persons of the general public back to campus, departments and programs are responsible for disseminating information about the rules and expectations for on-campus operations activity during the local COVID19 crisis. This message needs to be presented before people attend appointments or come to campus for services. Signs should be posted prominently at building entry points and throughout campus that alert all people of the [requirements of on-campus activity](#) and to be aware of [what to do if they feel ill or contract COVID19](#). These signs should be prominently displayed throughout communal areas and open workspaces so that it is immediately noticeable to all people entering campus. See the infographic Library (<https://coronavirus.wa.gov/partner-toolkit/infographic-library-color>); If similar signs and information are not posted in your work area, call this to the attention of your supervisor or area manager.

### Message to all Seattle College Employees

In your position, you are a campus role model. This means that, at all times – while on campus – you are expected to model, perform, and increase awareness about infection control measures, safety procedures, and requirements for on-campus activity. Your actions have impacts on others. Do not display yourself on-campus in a manner that does not model campus expectations and professional behavior.

### Compliance Considerations

If you observe others failing to comply with the on-campus rules and infection control mitigation measures - politely remind or make them aware of on-campus expectations. If an individual persists with non-compliance, you are to seek support from their direct supervisor or instructor who will address this through employee or student conduct procedures.

If any person refuses to follow current [required infection control standards](#), you are to politely say that the college cannot serve them and that they need to leave the premises. **Under no circumstances should you attempt to physically block an individual from entering or physically remove them from the premises.** If the individual does not leave, you may refuse service and walk away, yourself. If the situation is in a class environment, you may need to interrupt class, excuse the other students for a brief break, so that you can all walk-away.

If visitors are not complying with clearly posted infection control standards (or [requirements for on-campus activity](#)), politely inform them of the on-campus expectations. If the visitor persists with non-compliance, seek support from the campus Safety & Security office who will evaluate and address the necessity for trespass procedures. If the individual walks away – seemingly to ignore your prompts – do not follow them. They may be leaving but, if not, the next Seattle College representative they engage with them by practicing the same protocol described here.

If at any time you are not getting responsive support in implementing safety procedures, report the situation to your supervisor/instructor, a safety committee representative, or [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu). Please remember to be polite and professionally respectful to all persons you encounter while representing the Seattle College Community.

### Message to Instructors & Supervisors

By nature of your position someone might approach you with questions. Please familiarize yourself, ahead of time, with the [Requirements for On-Campus Activities](#), as described in the later section of this program.

There may come a time that someone might notify you that they have developed symptoms, while on-campus or that they have been exposed/diagnosed with COVID19. In such an event, follow procedures described in the section of this program titled "[What to do when someone is sick or infected with COVID19](#)".

### Contractor Compliance with Infection Control Standards

Contractors may also be on-campus. If these units are separate and operate in an individual pod unit (meaning that they do not interact with the campus community), they will have their own procedures to follow. What this means is that if they are interacting with you, they are either not complying with their operational controls to separate or that they are required to follow the same on-campus infection control measures that students and employees are expected to follow.

This means that if you encounter a contractor who is not complying with campus standards (e.g. does not have a mask), this needs to be called to the attention of the project coordinator or capital projects manager. Report the situation to your supervisor (or instructor) who will contact your campus Facilities Department for support and assistance.

## How to Report a Health Hazard or Unsafe Work Condition

These H&S procedures are for reporting safety concerns and unmitigated hazards. For procedures on [what to do when someone is sick or infected with COVID19](#) see the chapter titled [COVID19 Response Plan](#) in this Infection Control Program. For information on [how to approach non-compliance with safety procedures](#), see that corresponding section of the Infection Control Program.

If at any time you are not getting responsive support in implementing safety procedures, seek support from your supervisor or instructor, a campus safety committee representative (note, there are student representatives too) or [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu). Please remember to be polite and professionally respectful to all people you encounter while representing the Seattle College Community.

### Reporting a Safety Issue

1. See, smell, or hear something unsafe

2. Write it down (what happened, the time and date, exactly where, and who was involved) – Keep this record.
3. Report the problem to your supervisor (or instructor)
4. File an incident report
  - Download the report form here: <https://www.seattlecolleges.edu/about/safety-and-security/reports-and-statistics/report-accident>
  - Fill out the report form using objective (not subjective) descriptions of the incident/situation
  - Submit the completed report to the campus Safety & Security office, who will present the materials to district H&S and the campus safety committee for review of risk and consideration recommendation on elimination, prevention, and/or mitigation measures
5. If repairs to facilities infrastructure or equipment are necessary, file a Work Order Request

### Reporting an Unmitigated Hazard

1. Report all hazards to your immediate supervisor (or instructor) – who will take corrective action.
2. If correction action is not reasonably managed or you are not comfortable discussing the issue with your supervisor, report the hazard to:
  - Occupational Health & Safety Manager – **Michelle Valint** OR [michelle.valint@seattlecolleges.edu](mailto:michelle.valint@seattlecolleges.edu) or 206.934.3210
  - Environmental Health & Safety Manager – **Christel Olsen** OR 206.934.5522 or [christel.olsen2@seattlecolleges.edu](mailto:christel.olsen2@seattlecolleges.edu)
  - A Campus Safety Committee Representative.
3. If reporting it does not reasonably fix the problem, employees may file a complaint with the Department of Occupational Safety and Health (DOSH). DOSH could require an inspection of your workplace. DOSH will decide whether or not the problem has to be fixed. You can request that they look over the decision again if you disagree.

### Reporting a hazard that is perceived or potentially IDLH

#### **IDLH (immediately dangerous to life and health)**

Employees have the right to stop-work in any situations that there is potential or perceived threat to life or immediate danger. In such an event:

- Stop-work, do not leave – report the situation to your immediate supervisor who will take immediate corrective action.
- Operations do not begin, again, until either
  - The employee who initiated stop-work is satisfied with the corrective action OR
  - H&S evaluates the situation and gives the go-ahead to restart.



- Be sure to follow-up by filing an incident report so the campus safety committee can review risk and repetition of incidence and consideration recommendation on elimination, prevention, and/or mitigation measures.
  - Download the report form here: <https://www.seattlecolleges.edu/about/safety-and-security/reports-and-statistics/report-accident>.
  - Fill out the report form using objective (not subjective) descriptions of the incident/situation.
  - Submit the completed report to the campus Safety & Security office, who will present the materials to district H&S and the campus safety committee.

## Making Complaints

These H&S procedures are for reporting safety concerns and unmitigated hazards. **Please do not use H&S or the campus safety committee as a venue to make complaints.** Complaints are not managed by these entities. Employees should discuss complaints with their immediate supervisor directly. If the complaint is about or with the immediate supervisor and you do not feel comfortable confronting it directly with them, discuss the concern with either, their immediate supervisor or human resources. For students, the complaints process is discussed here:

- **North Seattle College:** <https://northseattle.edu/student-life/student-conduct-and-complaints>
- **Seattle Central College:** <https://seattlecentral.edu/campus-life/student-support-and-services/student-rights-and-responsibilities/complaint-process>
- **South Seattle College:** <https://southseattle.edu/student-resources/student-complaints>

Please remember to be polite and professionally respectful to all persons you encounter while representing the Seattle College Community, regardless of whether or not you are a student, faculty/staff, leader, or person in position of power.