



INFECTION CONTROL PROGRAM

Seattle Colleges

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Definitions

“Contagious period” for a **symptomatic person** infected with SARS-CoV-2 is the first 48-hours before the individual begins to develop symptoms, until 10 days (about 1 and a half weeks) have passed since the initial onset of symptoms AND 24 hours after the fever is resolved – whichever duration is longer. After 5 days, the viral load is significantly reduced (if fever no longer persists) such that a person may return to public interactions if they wear a mask until the end of their 10-day recovery period.

“Contagious period” for an **asymptomatic person** infected with SARS-CoV-2 is considered the first 48-hours before the positive COVID19 test sample was collected and 10 days (about 1 and a half weeks) after the date of test sampling. After 5 days, the viral load is significantly reduced (if they have remained asymptomatic) such that a person may return to public interactions if they wear a mask until the end of their 10-day recovery period.

“Contagious person” someone who has been infected with COVID19 and their body is actively replicating and shedding the virus through droplet transmission at such level that would be sufficient to infect another person (sufficient viral load).

“Direct-contact” (also known as **close-contact**) Means being within less than 6 feet of physical distance from another person for a significant amount of time (more than 15 minutes) or having direct-physical contact, such as hugging, kissing, sharing personal items, with a contagious person.

“Droplet transmission” means that microscopic droplets of saliva and mucous are sprayed to the air when a person coughs, sneezes, or breaths heavily (such as, while exercising or singing). These droplets can be infectious when they travel in the air from a contagious person and are inhaled by another individual who is in proximity (within 6 feet). For SARS-CoV-2, the infectious droplets fall out of air and are not expected to linger after the person has left the space.

“Essential workers” are employees whose work activities must continue during a pandemic shelter-in place declaration, due to the nature of the work being essential for the continued safe operation and function of human life or civilization. The ability to work remotely or requirement for hands-on /on-site work does not declare essential work services.

“Frontline healthcare workers” are employees who work in direct contact with individuals known or suspected to be infected with the novel coronavirus. Frontline workers have a work environment with increased transmission risk, which requires mitigation and infection control measures to be set in place to reduce that exposure risk with a contagious individual.

“Frontline workers” are employees whose work activities require that they interface large numbers of persons from the public. Frontline workers have a work environment with increased transmission risk, which requires mitigation and infection control measures to be set in place to reduce that exposure risk. The inability to work

remotely or requirement for hands-on /on-site work does not declare frontline work services; it is the activity which interfaces the public.

“Infected person” someone who has been exposed to COVID19 and contracted the virus. This does not necessarily mean the person is contagious.

“Isolation” is the separation of sick people with a contagious disease from people who are not sick. People who experience COVID-like symptoms should get tested and isolate (regardless of whether they have been vaccinated or whether they rationalize why they do not think they are infected) according to local public health standards designated by Seattle & King County public health department.

“Person Under Investigation” (PUI) someone who has had a known or “potential-exposure” to a contagious individual infected with COVID19. It is not known whether the PUI has been infected, therefore – during certain stages of the pandemic of new and emerging disease COVID19 – the person may be “quarantined” until the person has not been infected. This measure is to protect the potential of inadvertently spreading the virus if/when the person may become contagious. It does not mean the person is contagious. People who have had direct contact with a “person under investigation” before that person was quarantined, are not considered “potentially exposed” and do not need to quarantine unless otherwise directed by a public health or healthcare professional.

“Physical-distancing” means to maintain 6 feet of physical-distance from other people (3 feet in areas of low-level transmission rates or high-level vaccination prevalence); also known as “social distancing.”

“Potential-exposure” is having close contact (as defined earlier) with a contagious individual infected with covid19. Although masking reduces the risk of actual exposure, a person is considered potentially exposed regardless of whether a mask (or personal protective equipment) was worn for the event. Potential-exposure also includes being intimate with, or being sneezed/coughed on by the individual, within 48 hours (about 2 days) before the contagious individual’s symptom onset or while symptomatic.

“Quarantine” isolates individuals who’ve had a “potential-exposure” event. During certain stages of the pandemic of new and emerging disease COVID19, there were different quarantine standards for each vaccinated and unvaccinated individual. Public health officials no longer require distinguishes vaccination status for quarantine standards. A person who has been exposed to a contagious individual is not required to quarantine unless they begin to experience COVID19 like symptoms; then follow isolation standards accordingly.

“Recovery-period” means 10 days (about 1 and a half weeks) after a sick individual first became ill AND at least 24 hours after the fever has resolved, whichever duration is longer.

COVID19 Transmission Summary

The novel coronavirus (SARS-CoV-2) is primarily spread from person-to-person by droplet transmission when an uninfected individual comes into close contact of an infected and contagious person. Transmission of COVID19 from person-to-person is highly unlikely for a person who enters a room previously occupied by a contagious individual or by momentarily passing them in the hallway.

If a person is exposed to SARS-CoV-2 and becomes infected, they may show symptoms anywhere between 2 - 14 days (about 2 weeks) contracting the virus but are not expected to be contagious until 48 hours (about 2 days) before symptoms develop; therefore, the universal implementation of standard hygiene practices should be implemented in all public settings and those who've been exposed should wear a mask in public setting for at least 10 days (about 1 and a half weeks) post-exposure. Those who are not aware of an exposure but become infected and ill with COVID19 should notify those with whom they had direct contact within 48 hours (about 2 days) before symptoms began and isolate according to standards set by Seattle & King County Public Health authority.

It is important for college leadership (faculty, deans, supervisors, and any person with authority) to continue to campaign and promote the use of good respiratory etiquette, frequent hand hygiene, and inform all the college community (students, employees, and visitors) about the symptoms and risk factors associated with COVID19 – as described below.

To reduce the transmission risk of SARS-CoV-2, the following infection control measures should be implemented as a multi-faceted risk mitigation measure. What this means is that by implementing several infection control measures, we as a community will reduce the opportunity for transmission from person-to-person while conducting on-campus operations.

Droplet transmission can be controlled by:

- Staying home when you are not feeling well.
- Coughing/sneezing into a mask, handkerchief, or other barrier and in the opposite direction of other people. Then immediately wash your hands with soap and water. If water is not available, use alcohol-based hand sanitizer.
- Always wash your hands after using the restroom and before eating.
- Avoid large gatherings or gathering in cramped or poorly ventilated spaces.
- Get vaccinated. This significantly reduces your risk of contracting COVID19 upon exposure. Even if you do get infected (i.e., a breakthrough case), your risk of experiencing life threatening illness is drastically reduced. **Note:** Vaccines have been demonstrated to be safe with evidence that the few, side-effects are significantly less severe than the potentially lethal consequences of

susceptible individual contracting COVID19. Likewise, any risk to adverse reaction to vaccination (such as severe allergic reactions) is much lower than the current risk of contracting COVID19.

- In areas of high-community transmission rates,
 - Wear a well-fitted mask that fully covers both the nose and mouth and wraps under the chin when around others who are not part of your own household. Do not wear a valved mask that only filters air moving in but not out. Do not wear a face shield without also wearing, at least a cloth-face covering or [shrouded shield](#).
 - Maintain 3- 6 feet of physical distance from others while working, studying, or socializing with people who are not part of your own household.
 - Wearing a cloth-face covering in situations where close contact with substantial amounts of people from the general public cannot be avoided (such as in the healthcare facility waiting room, grocery store, or public transportation) and around individuals at increased risk of severe response to infection. [66]

Introduction

This Infection Control Program serves as a group of policies and procedures identified as guidelines used to mitigate transmission risk and prevent COVID19 infections within the college community. That is to minimize and control the spread of SARS-CoV-2 and other infectious diseases – such as common cold and flu, legionnaires disease, bloodborne pathogens – that workers and students might potentially be exposed to in the collegiate study/workspace.

Infection control starts with people and each college employee and student must learn how to protect themselves from infection; thus, preventing the inadvertent act of spreading disease. Key concepts include:

- **Minimize the chance of exposure.** The most common way to catch the virus that causes COVID19 is from close contact with other people. Keeping gatherings small and practicing social distancing can help reduce the chances of exposure to the virus.
- **Promote the use of everyday preventive actions.** Some common practices – that should be utilized universally – can lower the risk of many infections. Clean your hands, cover coughs and sneezes, and leave your work/study space cleaner than you found it (sanitation).
- **Protect high-risk populations.** Certain groups of people have a higher risk of developing serious illness from COVID19. Some employees can be exposed to blood and other potentially infectious material for contracting bloodborne pathogens through their work activity. These employees with “occupational exposure” to bloodborne pathogens, have available to them the Hepatitis B vaccination (free of charge, paid for by the employing institution – per WAC 296.823).

Additionally, to keep our families and communities safe and healthy, it is important to take steps to protect older adults, people with underlying health conditions, people facing homelessness, incarcerated or detained people, people who cannot get vaccinated, and people who work in healthcare or other critical infrastructure jobs from exposure to communicable disease.

Responsibilities

The following are key points about responsibilities of various individuals who come to campus, as established in Seattle Colleges District Policy & [Procedure #209, titled Health & Safety \(October 18, 2018\)](#) and discussion on how it pertains to campus operations.

Employee Responsibilities

Employees must be familiar with safety protocols for their workplace. Employees who require job specific training due to potential workplace hazards must successfully complete such training before working in that environment. As conditions change – such as the presentation of a new hazard in the workplace – employees must participate in on-going training related to updated information. For more details on safety trainings, see the [communication and trainings](#) section of this program.

Employees are expected to follow all health & safety rules. This includes the [required infection control measures](#) detailed in this program and:

- Follow all safety and health rules, delivered in training and all WISHA safety standards.
- Participate in required emergency preparedness activities.
- Report unsafe conditions or actions to the immediate supervisor or safety committee representative promptly.
- Report all injuries to the supervisor or security staff promptly using accident/incident report form.
- Report all near-miss incidents to the supervisor, security staff or safety committee representative promptly. This includes reporting positive COVID19 test results if you have an on-campus presence. For information on how to report, see the section titled [COVID19 Response Plan](#) of this program.

Employees are encouraged to take an active role in the prevention of hazards to maintain a culture of safety:

- Wipe down and disinfect the high-touch points and horizontal surfaces within your own personal workspace both before AND after work.
- Encourage co-workers with your words and example to use safe work practices; be a good example and model appropriate infection control measures, always while on-campus.

Supervisor Responsibilities

Supervisors are responsible for the safety of their employees and must regularly check the workplace for unsafe conditions, watch for unsafe practices, and take prompt action to eliminate all hazards.

Supervisors must:

- Understand and be able to explain current safety and health rules applicable to their areas.
- Ensure all safety and health rules, standards, and procedures are followed.
- Ensure that each employee receives appropriate and applicable training before starting work.
- Ensure that an employee is fully trained and authorized to use any required equipment, including cleaning products, pesticides, or other hazardous materials.
- Work with Human Resources and the EHS (Environmental Health and Safety) manager to record and maintain records for department specific training.
- Monitor and enforce use of personal protective equipment (PPE) – this includes cloth face coverings while a mask mandate is imposed and physical-distancing, where applicable
- Provide ways for workers to express any concerns and ideas to improve safety and call to the attention of management and/or the H&S (Health & Safety) team any situation that you cannot properly implement the outlined strategies and mechanisms established in this program.
- Correct unsafe practices.
- Correct or report unsafe conditions.
- Monitor employee safety performance, with special attention to fatigue and impairment.
- Provide on-going training and discipline as needed to ensure employee compliance with this program.
- Report any occupational safety incident resulting in injury or illness; what this means is that if someone reports to you that they have COVID19, do not disseminate the personal health information to leadership and others. Instead, provide them with directions on how to self-notify those who might have been exposed and how to report a positive COVID19 test result. For information on how to report, see the section titled [COVID19 Response Plan](#) of this program.

Management Responsibilities

College leadership at all levels, including but not limited to Deans, Directors, VPs (Vice President), and Presidents will support the College's culture of safety by providing the planning, direction, and resources necessary to create a safe college environment.

- Managers should ensure funds are budgeted for safety equipment, training, and other needs.

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- Managers will empower supervisors and hold them accountable for incident prevention, reporting and compliance.
 - Managers must ensure all incidents are investigated and corrective actions taken in a timely manner to prevent recurrence.
 - Managers will monitor vendors and contractors to ensure compliance with Seattle Colleges' policies and industry safety standards.
 - Managers will include safety as a standing agenda item for all meetings to review any current safety issues relevant to the group.
 - Managers will ensure that all meetings begin with a review of emergency response procedures when attendees are unfamiliar with the space.

Student Safety

- Students enrolled in classes or programs where they have exposure to hazards will receive training and instruction and personal protective equipment from the instructor teaching the course prior to exposure.
- Additional safety orientations and information will occur as appropriate, to orient students to new programs, equipment, laboratories, and workshops; this includes familiarizing the students with [requirements for on-campus activities](#).

Plans Communications & Trainings

COVID19 Communications Campaign

Communicating and reinforcing behavioral interventions will be particularly important as new students arrive. New students may be unaware of the campus culture, rules, and infection control procedures. For this consideration, the colleges will work to educate all campus entrants with repeated and consistent media messaging campaigns, (utilizing canvas, starfish, emails, social media, signage, etc.) to make people aware of the rules, procedures, and [requirements 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:

- Implement strategies for promotion of vaccinations for preventable disease. Host and advocate for on-campus vaccination events – in collaboration with community coordinators – where feasible.
- Demonstration of safe practices for assigned tasks.
- Train workers in 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](#).
- Know beforehand (and discuss with others) how to report positive COVID19 test results and how to identify and self-notify potential-exposures. For information on how to report, see the section titled [COVID19 Response Plan](#) of this program.
- Learn [how to safely respond to non-compliance](#) with infection controls.
- 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 (Department of Health) and other public health organizations: <https://coronavirus.wa.gov/partner-toolkit/infographic-library-color>.

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- Disseminate relevant information from DOSH, OSHA, local and state health departments, the CDC (Centers of Disease Control) (Centers of Disease Control), and other similar infectious disease authorities.

Routine COVID19 situation updates and newly implemented safety measures will continue to be communicated, as needed through email messaging by the district/campus communications team(s) and/or the H&S team. All faculty, staff, and students must pay attention to the details 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. Each department is responsible for ensuring that their employees understand the materials available to them and accommodate appropriately to ensure proper protocols are understood and practiced within their employee workgroup.

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

COVID19 Testing Resources & Guidance

[Multilingual information about COVID-19 testing options](https://doh.wa.gov/emergencies/covid-19/testing-covid-19) 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 tests kits to know when you should get a PCR or antigen (rapid) test. It is recommended to have one or a few antigen (rapid) tests on hand at home and ready for use, should someone in your household develop COVID19-like symptoms.

Please note, full isolation should be practiced for all illnesses with COVID19 like symptoms, regardless of whether a positive test result is detected. This controls for false negatives and prevents the spread of other infectious diseases (more than just COVID19). Why gets tested? So that – if positive – those you may have exposed can be notified and avoid spreading it to known and vulnerable friends and family. Knowledge is control.

For more, at-home COVID-19 testing information go to:

- The US government has a 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.

Other Hazard Mitigation Plans & Training(s)

Bloodborne Pathogens & Biological Hazard Training

The district H&S team routinely hosts training sessions via live-zoom conferences on the topics of bloodborne pathogens (BBP) 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.

Although this training is mandatory for the following employees described – it is open and welcoming to any participants that wish to learn more about the topic. BBP training is mandatory (with annual retraining) 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 professional-technical program faculty and staff and all employees who work or teach in any shop, laboratory, or 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).

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 register for an upcoming BBP training session, hosted by district H&S, go to:

<https://bbpseattlecolleges.eventbrite.com>

Hazardous Chemical Management Plans & Trainings

Each campus is to have a prepared site-specific hazard communication plan (per WAC 296.901) and chemical hygiene plan (per WAC 296.828) that declares how the site will meet regulatory statute for safe chemical handling, storage, communication, and wastes (per WAC 173.303). These plans are to be specific to the chemical operations conducted on-site and account for how materials are to be used, stored, and disposed. These plans are to be reviewed/updated annually.

Hazard Communication (HazCom) training is 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 H&S team 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. This department-specific HazCom training (including waste management protocols) must be conducted on the first day of work

and documented according to standards of the campus HazCom Plan. The district H&S team is available to departments to assist in identifying how to appropriately assess and conduct departmental-specific training. To request support, contact healthandsafety@seattlecolleges.edu.

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 upcoming 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 drafting a request to healthandsafety@seattlecolleges.edu.

Indoor Air Quality & Water Quality Management Plans

Each campus is to prepare and implement a campus/building specific indoor air quality management plan and water quality management plan that declares and documents the specific operations and maintenance activities intended to mitigate the risk of spreading airborne pathogens (e.g., COVID19 and Legionnaires Disease). These plans will include designated response protocol for air or water quality concerns and complaints made by building occupants. Each department that impacts indoor and water quality is to train their staff on the management plans accordingly (with annual refresher training) for proper implementation and documentation. A copy of the training documentation is to be provided to the district H&S team for oversight/review and support.

Absenteeism & Accommodations

Accommodations

When ill or caring for sick members of the household, all employees are encouraged to report their concerns and use paid sick leave, as needed. No department of Seattle Colleges will take any adverse actions or otherwise retaliate against a worker or student for exercising their right to safety and use of sick leave. All employees and students are encouraged to raise concerns according to procedures outlined in the section of this program titled [How to report a health hazard or unsafe work condition](#).

Employees/students who are at [higher risk of severe illness](#) from contracting COVID19 should have accommodations work in areas that do not present them with direct public interaction or frontline work (see [definitions](#) for frontline work). Employees and students are not required to seek these accommodations directly through their supervisor or instructor. **Supervisors and instructor** are to advertise the means for individuals to confidentially self-report that they are at higher-risk and seek accommodations process. This self-report process is done by the employee's/student's self-report by emailing:

- **Employees:** hr.district@seattlecolleges.edu
- **Students:**
 - North Seattle College | DS@seattlecolleges.edu
 - Seattle Central College | ARC.central@seattlecolleges.edu
 - South Seattle College | Disability.South@seattlecolleges.edu

Plan for Class Absences to Stop the Spread of Infection

All instructional programs should have a plan for and make reasonable accommodations for illness related absences to prevent the potential spread of infectious disease, including the accommodation of current isolation/quarantine protocols, as designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#). As an inclusive and culturally/socially-just institution, these accommodations for absenteeism need to have particular attention paid to special subgroup considerations for individuals at increased risk of infection due to situational, cultural, or socio-economic factors and absences related to caring for illness in the family. This involves:

- Increasing student/employee awareness of the [accommodations process](#) for individuals at increased risk of experiencing severe reaction to COVID19 infection or those who have a disability or medical condition that does not allow them to get vaccinated.
- Promptly respond to and accommodate a worker/student who has been directed by a healthcare provider or public health official, tested positive for COVID19, or exhibits cold/flu like symptoms to isolate, accordingly.

- Instructors need to ensure that class policies at least accommodate for current isolation standards, as designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#).
- Promote awareness of the isolation standards, when to get tested, when to isolate, and **emergency signs for COVID19**. Everyone should know to **call 9-1-1** or get to the hospital right away, if you have one or more of these symptoms:
 - **trouble breathing**
 - **constant pain or pressure in your chest**
 - **bluish lips or face or sudden confusion**

What is Isolation?

“**Isolation**” is the separation of sick people with a contagious disease from people who are not sick. People who experience COVID-like symptoms (regardless of whether they have been vaccinated or think they have been infected with COVID19) should get tested and isolate, based the following campus isolation requirements.

Isolation means - do not come to campus, stay home and:

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

COVID19-like symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days (about 2 weeks) after exposure to the virus. Anyone can have mild to severe symptoms.

- | | | |
|--|------------------------------|-----------------------------|
| • Fever or chills | • Fatigue | • Sore (or scratchy) throat |
| • Cough | • Muscle or body aches | • Congestion or runny nose |
| • Shortness of breath (Difficulty breathing) | • Headache | • Nausea or vomiting |
| | • New loss of taste or smell | • Diarrhea |

People with any of the above listed symptoms may be infected with COVID-19 and should get tested. Report any positive result and isolate according to current standards designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#). All disclosed information will be kept confidential according to ADA/FERPA standards.

Frequently Asked Questions about COVID19

If I must isolate myself from a negative result, why should I get tested for COVID19?

This is because infected people can be contagious for up to 48 hours (about 2 days) before they develop symptoms. If you test positive – you need to notify those you may have exposed, so that we can stop the spread of infection – as soon as it is detected. If you test positive, notify those you have had close contact with (see [definitions](#)) within 48 hours (about 2 days) before your symptoms first began. To track and promptly respond to potential outbreaks, notify the college campus by emailing healthandsafety@seattlecolleges.edu then look for further instructions in your email. Please note, any protected health information disclosed therein will be kept confidential according to ADA/FERPA standards.

Why do I have to isolate myself even for a negative test result?

There is a possibility that the negative test result could be a false negative. This is a known and expected failure in the test sampling systems that a certain, small, percentage of test results will have errors.

Additionally, many communicable diseases (which we also do not want to spread throughout our campus community) – like the common cold and flu – have similar symptoms to COVID19. All people should isolate themselves when they are sick, to stop the spread of infectious diseases to our vulnerable populations. Stay home for the full duration of isolation, as declared by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#).

But I have allergies at this time of year! (Or another ailment/situation that explains my symptoms)

If you have COVID19-like symptoms, isolate according to standards designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#). If a person has already been isolated for the full duration required by the current isolation standard, tested negative for COVID19 (sampled no sooner than day 6 of isolation), and continues to experience symptoms attributable to another (noncontagious) health condition, they should (first) follow the advice of a licensed healthcare professional and (second) they may exit isolation and return to campus – so long as they have been fever free for at least 24 hours.

What if I was already infected with COVID19 or if I am fully vaccinated/boosted. Do I still need to isolate for symptoms?

Most people who have been vaccinated or had a previous infection (within the past 3 months) of SARS-CoV-2 are less likely to develop COVID19 from a proceeding exposure. However, reinfection is possible and does sometimes occur. This depends on several factors including individual characteristics that vary from person to person. For this reason, any person that experiences COVID19-like symptoms should be isolated, according to standards designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#).

Additionally, many communicable diseases (which we also do not want to spread throughout our campus community) – like the common cold and flu – have similar symptoms to COVID19. All people should isolate themselves when they are sick, to stop the spread of infectious diseases to our vulnerable populations.

What is Quarantine?

“**Quarantine**” isolates individuals who’ve had a “potential-exposure” event (see [definitions](#) for potential-exposure). During certain stages of the pandemic of new and emerging disease COVID19, there were different quarantine standards for each vaccinated and unvaccinated populations. Public health officials no longer distinguish a difference between vaccination status for quarantine requirement. A person who has been exposed to a contagious individual is not required to quarantine unless they begin to experience COVID19 like symptoms; then follow isolation standards, according to standards designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#).

Any individual who has been (or potentially) exposed to a contagious person, infected with COVID19, should wear a mask in all public settings for a minimum 10 consecutive days after the exposure event.

Environmental Health & Safety

Water Quality Management

During remote operations, many school buildings were closed to help slow the spread of COVID19. The resulting drop in building water use increases the risk for the formation of biofilm, which supports the growth of microbial organisms including Legionella in building plumbing and associated equipment like cooling towers, pools, decorative fountains, hot tubs, and other equipment. To prevent Legionella growth, these systems must be actively managed and maintained. While Legionella is a primary risk, other opportunistic pathogens (Mycobacterium avium) and metal corrosion concerns (lead scale release) are increased by closure or reduced use situations.

Guidance for Drinking Water Fixtures

Drinking Water Fixtures are defined as:

- Sink Faucets with Potable Water Source
- bottled Water Refill Stations
- Drinking Fountains
- Ice Machines

Access to drinking water provides more benefit than risk by preventing dehydration, heat-related illnesses, and physical distress during activities and at times of extreme heat. CDC Guidance indicates that the COVID19 transmission risk from direct contact with a solid surface, such as a drinking fountain button, is low. Shutting off drinking fountains for prolonged periods of time can increase the risk of other bacterial growth, such as Legionella. In addition, shutting off drinking fountains conflicts with International Plumbing Code 2015 Section 403.5. Therefore, drinking fountains and other fixtures used for drinking (potable) water can remain operational in facilities that are open and occupied during the COVID19 pandemic.

Buildings that have low occupancy should consider restricting the use of drinking water fixtures to avoid the potential buildup of bacterial contaminants. Any drinking water fixture that is restricted or turned off or is in a building that was unoccupied for more than 2 weeks, should be re-activated according to appropriate [biofilm prevention and control](#) practices (see also, the summary table on the following page).

Reactivation

Below are the key aspects of reactivating drink water fixtures that have been restricted or shut off during the pandemic due to building closure or lack of use.

DRINKING WATER FIXTURE	COVID19 RESTRICTION	NO USE or TURNED-OFF		DAILY /WEEKLY
		>2 weeks	< 2 weeks	
Sink Faucet connected to Potable (Domestic) Water System	No restrictions	Flush potable water lines by turning on hot water at sink faucet and let the water run continuously for at least 10 minutes.	No flushing needed. Resume normal operations.	
EVS/Janitorial Sink Faucet	No restrictions	No need to be flushed.	No need to be flushed.	
Drinking Water Fountain	No restrictions	Flush for 2 minutes before bringing back online.		Flush weekly for 2 minutes
Water Bottle Filling Dispenser				
Ice Machines	Use disposable cup or ice scoop. Use paper towel to cover handles or hand hygiene (wash / sanitizer) after contact.	Perform preventative maintenance, cleaning and disinfection based on manufacturer instructions. Remove and replace charcoal filter (if applicable).		Wash fixture and scoop handles with soap at the end of the business day or work shift. Scoops should be stored outside of the bin where ice is collected.
Refrigerator & Ice Cube Maker				
Coffee Pot	No restrictions Use paper towel to cover handles or hand hygiene (wash / sanitizer) after contact.	Potable water supplied or used in the fixture is heated to high temperatures that inactivate any microorganisms.		Wash pot with dish soap, rinsed, and left to air dry at the end of the business day or work shift.

Plumbing System Reactivation Biofilm Growth Prevention & Control

School closures and reduced occupancy affect all environmental systems operating inside buildings including 1) potable and non-potable water systems, 2) cooling towers and 3) heating, ventilation, and air conditioning (HVAC) that regulate interior relative humidity and control mold. These systems are actively managed and maintained by the campus facilities department to protect the health of building users. In addition to managing systems during shutdown periods, facilities will implement the following start up protocols to ensure public health protection of their faculty, staff, and students.

Biofilm Prevention & Control

The facilities department should prepare within 2-3 weeks' lead time to start up the water plumbing system to ensure there is ample time for testing and disinfection if needed. The department is expected to collaborate with the district H&S team to ensure employee's safety from both chemical and biological exposure while disinfecting and flushing the building plumbing, conduct appropriate training and use PPE (refer to [School Water Plumbing Re-Opening Following Extended Closures Guidance DOH 331-667](#) on worker safety for Legionella control and prevention on the OSHA website). To starting up school water plumbing systems after closures and sustained low use periods:

1. Flush the entire water system plumbing to replace all water. Use an USEPA-approved chlorine testing device – for reporting for drinking and wastewater analyses – to measure residual chlorine, flush until measured levels are equal to or slightly less than the supplying utility's chlorine residuals. Some flushing considerations are listed below.
2. Create a list of all plumbing fixtures that will need to be flushed including ice machines, dish washers, locker and health room showers, emergency eye washes and showers, therapy pools, and point of use (POU) treatment devices to ensure that no fixture is overlooked.
3. Verify that testing for back flow assemblies is up to date prior to flushing.
4. Some school facilities receive their water from their water supplier through large diameter water mains frequently associated with needed fire flows. These large diameter water mains must be flushed before building plumbing is flushed. Refer to the flushing guidance referenced above for special concerns for large diameter pipe flushing.
5. Make sure fixture drains are functioning and can handle expected flows without overflowing.
6. Remove all aerator screens before flushing. Clean or replace aerator screens to get rid of scale deposits that may contain harmful metals (lead) or microbial biofilms. Disinfect, heat sterilize, or replace shower heads - especially if immune compromised individuals have access to the showers.
7. Remove all point of use filters before flushing and install new filters when flushing is complete.

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8. During flushing operate all valves in the fully open position so that any particulate matter can be flushed through. Pay close attention to float-operated or other restrictive valves which need to be manually opened to clear particulates and prevent fouling of the valves.
 9. Pay attention to water bottle filling stations and remember to replace any filters after flushing.
 10. Some complex water use devices such as ice machines and dish washers may need additional cleaning and sanitizing steps once building flushing is complete. Follow the manufacturer's or local health jurisdiction's instructions for sanitizing following a water outage or contamination event.
 11. Adjust valves back to normal operating positions to ensure that the system is rebalanced.
 12. Return hot water systems to normal operating temperatures.
 13. Document all start up actions in the **daily maintenance log**.

Verify Startup Effectiveness

The best means of ensuring good water quality throughout your school is to ensure fresh water is maintained throughout the school plumbing. To ensure that water in the school has been turned over you should monitor the free chlorine and temperature at critical fixtures and compare the values at these locations to the values of the incoming water as described above. (Critical fixtures are water fixtures that reflect the most difficult locations for maintaining adequate chlorine residuals and temperatures, or that serve vulnerable students).

Coliform sampling to verify school plumbing start up effectiveness is not recommended because this organism is not like plumbing pathogens. The only way to evaluate your startup procedures relative to Legionella is to test for Legionella using an approved culture method or one cited by the National Academies of Science for testing of Legionella in water. **This test measure is not appropriate for surveillance level sampling at all or randomly chosen flush points.** Instead, the applicability of Legionella testing should be declared an environmental assessment to [identify areas with increased risk of Legionella growth and spread](#) – based on key factors for Legionella growth (i.e., sediment and biofilm, temperature, water age, and disinfectant residual). This evaluation should incorporate the environmental engineering expertise from H&S or a licensed environmental consulting agency and executed with full formulation of a [Water Management Program](#) including full development of [Safety Operating Procedures](#) on the action plan – such as, [shock chlorination](#) – for if Legionella is detected.

Indoor Air Quality

Each campus facilities department has undertaken a full system review to upgrade indoor air filtration, increase ventilation, and limit recirculation to the greatest extent feasible – based on system design and operation limits. The following is a checklist used to evaluate the systems based on ASHRAE (American Society of Heating, Refrigerating and Air conditioning Engineers) recommendations for mitigating COVID19 transmission risk and the baseline ASHRAE Standard 62.1.

It is important to note – as a building occupant – that building filtration and ventilation rate is not synonymous with heating and air conditioning. Please do not confuse the subjective evaluation of room comfort with engineered filtration efficiency and air quality. In fact, by minimizing indoor air recirculation (to bring in more fresh outside air) temperature control will be less efficient and much more energy consumptive.

The following is a set of checklists for key inspection points that facilities have used to evaluate and upgrade the indoor air filtration systems. Each campus has sought to identify areas where several of the below listed measures are not practical or feasible. For these areas, H&S recommends the location-specific consideration for implementing point of use (POU) air cleaning systems.

Ensure HVAC settings are maximizing ventilation

- Make sure your ventilation systems are serviced and meeting code requirements. They should provide acceptable indoor air quality, as defined by [ASHRAE Standard 62.1 \(2019\)](#), for the current occupancy level for each space.
- Set HVAC systems to bring in as much outdoor air as your system will safely allow. Reduce or eliminate HVAC air recirculation, when practical.
- Increase the HVAC system's total airflow supply to occupied spaces when you can. More air flow encourages air mixing and ensures any recirculated air passes through the filter more frequently.
- Disable demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature. This way the air supply will remain constant throughout the day.
- For simple HVAC systems controlled by a thermostat, setting the fan control switch from "Auto" to "On" will ensure the HVAC system provides continuous air filtration and distribution.
- Run the HVAC system at maximum outside airflow for 2 hours before and after the building is occupied to refresh air before arrival and remove remaining particles at the end of the day.

Increase ventilation rates

Improving building-wide filtration is one way to increase ventilation.

- Improve the level of air filtration as much as possible without significantly reducing airflow. The colleges have targeted a goal of MERV13 filtration level.
- Make sure the filters are sized, installed, and replaced according to manufacturer's instructions.
- Improve central air filtration:
 - Increase air filtration to as high as possible without significantly reducing design airflow.
 - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
 - Check filters to ensure they are within their service life and appropriately installed.
- Ensure restroom exhaust fans are functional and operating at full capacity when the building is occupied.
- Inspect and maintain local exhaust ventilation in areas such as kitchens, cooking areas, etc. Operate these systems any time these spaces are occupied. Consider operating these systems, even when the specific space is not occupied, to increase overall ventilation within the occupied building.
- Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers (especially in higher risk areas).

Point of Use (POU) cleaning systems

Opening windows and using portable air cleaners are alternative ways to increase ventilation and should be incorporated in areas where the above-listed measures are not feasible. In many cases, building HVAC system design assumes closed door/window operation – thus optimized under “closed” conditions. What this means is that the system works better in “closed” conditions. It means that the following measures should be implemented – only – in areas that facilities (and the H&S team) have reviewed and identified as a space that would benefit by a portable air cleaner that uses high-efficiency particulate air (HEPA) filters to enhance air cleaning, especially in higher-risk areas.

- Open windows & doors, where possible. Use fans to increase the effectiveness of open windows. To safely achieve this, fan placement is important and will vary based on room configuration. Avoid placing fans in a way that could potentially cause contaminated air to flow directly from one person over another. One helpful strategy is to use a window fan, placed safely and securely in a

window, to exhaust room air to the outdoors. This will help draw fresh air into the room via other open windows and doors without generating strong room air currents.

- Decrease occupancy in areas where outdoor ventilation cannot be increased.
- Consider using ultraviolet germicidal irradiation (UVGI, or bipolar ionization) as a supplemental treatment to inactivate the virus that causes COVID19, especially if options for increasing ventilation and filtration are limited. Consult a qualified professional to help design and install any UVGI system.

Routine Cleaning & Disinfection

Chemical Disinfectants

Each campus has selected disinfectant product(s) that are [verified by the Environmental Protection Agency \(EPA\) with claims against the novel coronavirus](#) and emerging viral pathogens. These products (at working concentrations) do not classify as hazardous chemicals and concentration control is maintained by an RTD (ready to dispense) dilution control device. They may be disseminated to instructors and area managers for supplemental disinfection (as needed to control the spread of infection for COVID19) of high-touch surfaces within their workspaces, provided that the employees have completed proper training on the [SOP \(Safety Operating Procedures\) for Classroom Disinfection](#); where proper disinfection procedures and safety measures are discussed. No employee should be allowed access to these products by students or people of the public – without direct supervision and instruction on the appropriate procedures.

As for working with all chemical products, workers must follow the manufacturer's instructions (e.g., concentration, application method and contact time, PPE) and the department's Safety Operating Procedures (SOP) designed for the task. All chemical products must be labeled, appropriately – by the individual dispensing the product to spray bottle or other container – according to OSHA's hazard communication standards (OSHA 29CFR 1910.1200 /WAC 296-901).

To dispense chemicals from the concentrated product, is considered work with hazardous chemicals, even if the working (diluted) concentration is not considered hazardous. Therefore, no employee is permitted to operate the RTD system or conduct dilution activities without designated authority (through their employment position - e.g., custodial personnel) and proper hazard communication training (HazCom).

Please note, it is the supervisor's responsibility to ensure that each employee receives appropriate and applicable training before starting work and that direct reports are fully trained and authorized to use any required equipment, including cleaning products. For more details on employee roles and [responsibilities](#), please see the corresponding section of this program.

General guidance to perform routine cleaning and disinfection¹

Seattle Colleges follow *CDC Guidance for Cleaning and Disinfecting*² to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID19. The following sections discuss our plan to

- Provide non-hazardous chemical disinfectants that are verified effective to kill the virus that causes COVID19, so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. These chemical products have been particularly chosen because they are non-hazardous products that do not require gloves at working concentrations.
- All users are to be trained and directed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time); as discussed in the [SOP for Classroom Disinfection](#); where proper disinfection procedures and safety measures are discussed.
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be extremely dangerous to breathe in.
- Ensure there is adequate ventilation when using cleaning and disinfection products.

When to Clean & When to Disinfect: Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and may also weaken or damage some of virus particles, which decreases risk of infection from surfaces.

- When no people with confirmed or suspected COVID19 are known to have been in space, cleaning once a day is usually enough to sufficiently remove viruses that may be on surfaces and help maintain a healthy facility.
- Follow additional, specific guidance to clean and disinfect when someone is sick.

¹ CDC Revision March 8, 2021

² CDC Revision April 5, 2021

Campus Hygiene Standards

In the following discussion, the phrase “clean & disinfect” means to follow **spray-wipe-spray** method (or wipe-discard-wipe method for electronics & sensitive equipment) as discussed in training on the [SOP for Classroom Disinfection](#).

Restrooms

- No eating or drinking allowed.
- **Standard custodial sanitation activities:** stock supplies (toilet paper, soap, paper towels, seat covers, urinal screens), clean & disinfect (sinks, toilet bowls, urinals, trashcan, stalls, mirrors, and windows), remove trash & debris, replace female hygiene sanitation can liner, dust mop & wet mop floors, clean & empty tray/filter of hand dryer (if present), clean & report graffiti, if toilets do not work: bag the seat, close off the stall, and mark as “out of order” until repaired. Notify supervisor of any maintenance issues (e.g., if sharps container is full or something is non-functional or broken).

Common Spaces & High Traffic Areas (e.g., where lines may form)

- No eating or drinking allowed.
- Disinfectant wipes and hand sanitizer to be available where lines may form and/or equipment is shared (e.g., pens, keyboard, mouse, etc.).
- **Standard custodial sanitation activities:** clean & disinfect elevator buttons, ADA buttons, handrails, doors & knobs, drinking fountains, table & countertops, dust mop or [vacuum](#), wet mop (as needed), spot clean (as needed), remove trash & debris, straighten furniture, dusting: light fixtures, vents, furniture/shelves (as needed).

Copy/Printer Office Spaces

- Disinfectant wipes and hand sanitizer should be available for occupants to wipe down equipment before & after use (use alcohol-based wipes for electronics and sensitive equipment).

Personal Offices, Shared Offices, & Cubicle Spaces

- Disinfectant wipes and hand sanitizer to be available in the copy/printer office space(s); occupants should wipe down their own workspace before & after work.
- Occupants are encouraged to eat or drink outside; if not outside, in office; if not in office, go to designated lunch or breakroom space ← no food waste in office trash (pest hazard).
- **Standard custodial sanitation activities:** custodians do not enter; trash removal is placed outside the door or deposited in nearest public trash bin, [vacuum](#) & Spot cleaning (upon request via work order request).

Computer & Electronics Labs

- No eating or drinking allowed.
- Hand sanitizer and (alcohol based) disinfectant wipes to be available in this space ← provided by Facilities (for chemical disinfectant hazard management and control).
- Users wipe down the keyboard, mouse, desk platform, and chair-back/arms before & after each use ← with staff supervision (use alcohol-based wipes for electronics and sensitive equipment).
- Do not allow students access to chemical disinfectants without direct supervision by faculty or staff.
- Shared equipment (stapler, printer, copier, etc.) to be wiped down periodically by staff.
- **Standard custodial sanitation activities:** remove trash & debris, dust mop or [vacuum](#), wet mop (as needed), dusting: light fixtures, vents, furniture/shelves (as needed), and straighten furniture.

Libraries

- No eating or drinking allowed.
- Hand sanitizer and (alcohol based) disinfectant wipes to be available in this space ← provided by Facilities (for chemical disinfectant hazard management and control).
- Computer users wipe down the keyboard, mouse, desk platform, and chair-back/arms before & after each use ← with staff supervision (use alcohol-based wipes for electronics and sensitive equipment).
- Do not allow students access to chemical disinfectants without direct supervision by faculty or staff.
- Tables, countertops, and chair-back/arms to be wiped down periodically by staff.
- Shared equipment (stapler, printer, copier, etc.) to be wiped down periodically by staff.
- Returned equipment to be wiped down before being returned to circulation
- **Standard custodial sanitation activities:** clean & disinfect table & countertops, dust mop or [vacuum](#), wet mop (as needed), spot clean (as needed), remove trash & debris, straighten furniture, dusting: light fixtures, vents, furniture/shelves (as needed).

Breakroom spaces

- Before re-opening the space and to prevent the risk of Legionnaires' disease, facilities will ensure [plumbing fixtures are flushed](#) (According to [water quality management](#) procedures detailed in the corresponding section of this program).

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- Disinfectant wipes to be available in this space ← provided by Facilities (for chemical disinfectant hazard management and control).
 - Occupants wipe down surfaces before & after use (including table & countertops and handles/buttons on refrigerators/microwaves).
 - **Standard custodial sanitation activities:** clean & disinfect (table & countertops, sink, chair-back/arms, also handles/buttons on refrigerators/microwaves), dust mop or [vacuum](#), wet mop (as needed), carpet spot clean (as needed), stock soap/towels, remove trash & debris, straighten furniture, dusting: light fixtures, vents, furniture/shelves (as needed).

Designated (public) Lunch spaces

- Before re-opening the space and to prevent the risk of Legionnaires' disease, facilities will ensure [plumbing fixtures are flushed](#) (According to [water quality management](#) procedures detailed in the corresponding section of this program).
- Disinfectant wipes and hand sanitizer to be available near vending machines, microwaves, and food prep areas ← provided by Facilities (for chemical disinfectant hazard management and control).
- **Standard custodial sanitation activities:** clean & disinfect (table & countertops, sink, chair-back/arms, also handles/buttons on refrigerators/microwaves, vending machines, drinking fountain, doors & knobs, ADA buttons, handrails), dust mop or [vacuum](#), wet mop (as needed), spot clean (as needed), stock soap/towels, remove trash & debris, straighten furniture, dusting: light fixtures, vents, furniture/shelves (as needed).

Laboratory & Shops Spaces

- No eating or drinking allowed.
- Shops should have handwashing sinks (if no shop sink, call that to the attention of H&S during return to campus planning process) ← department ensures ample supply of soap/towels.
- Shared equipment to be wiped down by user both before & after each use ← with direct supervision by faculty or staff (use alcohol-based wipes for electronics and sensitive equipment).
- No sanitizer or alcohol-based product near sparks, flame, intense heat, or highly energized equipment.
- Do not allow students access to chemical products without thorough instruction and direct supervision by faculty or staff.
- Standard hygiene for **chemistry/physics-based laboratories:** at the end of class, each student is to clear their workspace and clean surfaces with Liquinox (or similar product).

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- Standard hygiene for **biology-based laboratories**: at the end of class, each student is to clear their workspace and clean surfaces with 70% alcohol (or similar microbicide).
 - Standard hygiene for **shops**: at the end of class, students clear & clean their workspace, and wash surfaces with soap, sweep/mop, and clean spills according to chemical hygiene and standard industry practice(s). Shared equipment and tools should be wiped down between each user.
 - **Standard custodial sanitation activities**: custodians do not enter; paper-based trash removal is placed outside the door or deposited in nearest public trash bin, [vacuum](#) & Spot cleaning (upon request via work order request).

Kitchen & Culinary Class Spaces

- Before re-opening the space and to prevent the risk of Legionnaires' disease, facilities will ensure plumbing fixtures are flushed (According to water quality management procedures detailed in the corresponding section of this program). ← see also food service reopening checklist <hyperlink>
- No eating or drinking allowed (unless otherwise planned for and declared in the program-specific health and safety plan for food/wine tasting based on instructional activities).
- Do not use hand sanitizer; Use the available sinks to wash hands with soap and water.
- Shared equipment to be wiped down by user both before & after each use ← with direct supervision by faculty or staff (use alcohol-based wipes for electronics and sensitive equipment).
- No sanitizer or alcohol-based product near sparks, flame, intense heat, or highly energized equipment.
- Standard hygiene for kitchens: at the end of class/day, students clear & clean their workspace, and wash surfaces with soap & sanitizer, sweep/mop, and clean spills according to food/chemical hygiene and standard industry practice(s).
- Do not allow students access to chemical products without thorough/proper instruction and direct supervision by faculty or staff.
- Wear gloves (food grade or nitrile) when handling any ready to eat food items. Always wash hands after removing gloves. Latex gloves are not recommended.
- Wear gloves and an apron when handling dirty dishes or loading the dish rack. When removed, the apron should be folded outside inward and laundered at the end of day. It is safe to launder the apron with other standard laundry items. Always wash hands after removing gloves/apron (and handling laundry).

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- Standard custodial sanitation activities: custodians do not enter except for trash removal and vacuum or spot cleaning (upon request via work order).

Outdoor Areas

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is **not necessary, effective, or recommended**.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is **not recommended**.

Traditional Classrooms

- No eating or drinking allowed.
- Disinfectant wipes will be made available, and we encourage:
 - Students should wipe down their own space (including chair-back/arms) before & after class ← with direct supervision by faculty or staff.
 - Instructor should wipe down their own keyboard, mouse, projector remote, desk platform, and chair-back/arms. Please consider wiping down the door & knob before & after class.
- Hand sanitizer must be available in this space or at reasonable distance (either secure installations or distribute/control provisions through department leadership).
- No student sharing of equipment otherwise user wipes down equipment both before & after use ← with direct supervision by faculty or staff (use alcohol-based wipes for electronics and sensitive equipment).
- Do not allow students access to chemical disinfectants without direct supervision by faculty or staff.
- **Standard custodial sanitation activities:** trash & debris removal, floor surfaces: [vacuum](#) and/or dust mop or wet mop (as needed), clean & disinfect tabletops & chair-back/arms, white board “stain-cleaning” (weekly), window washing (quarterly), and straighten furniture.

Vacuuming

The risk of spreading COVID19 during vacuuming is unknown. There are no reported cases of COVID19 associated with vacuuming.

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- Consider removing area rugs completely, if possible, to reduce the need for cleaning, disinfection, and vacuuming.

If vacuuming is necessary or required:

- Closed off areas visited by ill people. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or if practical before beginning cleaning and disinfection.
- After cleaning and disinfection, the following recommendations may help reduce the risk to workers and other individuals when vacuuming:
- Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- DO NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas they serve.

Safety Response Plan

How to Approach Non-compliance with Safety Procedures

As the campus begins to bring more students and persons of the 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, always – 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 safety 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 safety standards, 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 – to ignore your prompts – do not follow them. They may be leaving but, if not, the next Seattle College representative they engage can practice 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.

Please remember to be polite and professionally respectful to all people 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 all the features of this Infection Control Program, particularly the [Requirements for On-Campus Activities](#), and [COVID19 Response Plan](#).

If someone reports to you that they have COVID19, do not disseminate the personal health information to leadership and others. Instead, provide the individual with direction on how to self-notify those who might have been exposed and how to report a positive COVID19 test result.

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 safety measures that students/visitors and employees are expected to follow.

This means that if you encounter a contractor who is not complying with safety standards, 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 Conditions

This section addresses [Reporting a Safety Issue](#), [Reporting an Unmitigated Hazard](#), Situations of [Immediate Danger to Life or Health](#), and [Complaints](#). For information on [how to approach non-compliance with safety procedures](#), see the 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. Please remember to be polite and professionally respectful to all people you encounter while representing the Seattle Colleges 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 managed or you are not comfortable discussing the issue with your supervisor, report the hazard to:
 - A campus safety committee representative OR
 - Occupational Safety & Health Manager – **Michelle Valint** at michelle.valint@seattlecolleges.edu or 206.934.3210 OR
 - Associate Director of Environmental Health & Safety – **Wesley Wofford** at wesley.wofford@seattlecolleges.edu or 206.934.5522
3. If reporting it does not 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 the problem must be fixed. You can request that they look over the decision again if you disagree.

Immediately Dangerous to Life and Health (IDLH)

For reporting a hazard that is perceived or potentially **immediately dangerous to life and health (IDLH)**, employees have the right to stop working in any situations where there is potential or perceived threat to IDLH. In such an event:

1. Stop-work do not leave – report the situation to your immediate supervisor who will take immediate corrective action.
2. Operations do not begin, again, until either
 - a. The employee who initiated stop-work is satisfied with the corrective action OR

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- b. H&S evaluates the situation and gives permission to restart.
 3. 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.
 - a. Download the report form here: <https://www.seattlecolleges.edu/about/safety-and-security/reports-and-statistics/report-accident>.
 - b. Fill out the report form using objective (not subjective) descriptions of the incident/situation.
 - c. 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

The above-described H&S reporting procedures are for reporting safety concerns and unmitigated hazards.

Please do not use the H&S team or the campus safety committee as a venue to make complaints. Complaints are not managed by these teams. 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:

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

Please remember to be polite and professionally respectful to all people you encounter while representing the Seattle College Community, regardless of whether you are a student, faculty/staff, leader, or person in position of power.

COVID19 Response Plan

A Phased Return-to-Campus Plan

A history of the phased return-to-campus plans is archived in the former Infection Control Program versions. This phased return-to-campus planning system was intended for instructional and work programs to carefully plan and prepare to mitigate COVID19 hazards as they returning to campus from remote operations during the COVID19 state of emergency. This phased return-to-campus system is considered complete. As of November 1, 2021, programs were to no longer be working by remote modality, at least for COVID19 considerations. What this means is that remote instructional or operation activity should no longer be based on COVID19 protocols but based on traditional on-line learning systems and/or accommodations associated with individual factors negotiated through the telework or accommodations process. In areas of low community spread (based on public health determinations), remote work is no longer a recommended measure to respond to potential transmission risks of COVID19 and the colleges are no longer practicing remote work/instruction due to COVID19.

Current Requirements for On-Campus Activities

The provided Requirements for On-campus Activities (so called cliff-notes to the district infection control program) are updated regularly and available here: <https://www.seattlecolleges.edu/media/731>

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Campus Vaccination Standards

As of November 1, 2022, the Washington State of Emergency Orders for the COVID19 crisis has ended. Proof of COVID-19 vaccination will no longer be required for students or employees of Seattle Colleges. Students may enroll, faculty may teach, and employees may work at Seattle Colleges without proof of vaccination for COVID19. Campuses will continue to encourage and collaborate with local population health organizations to promote and host pop-up vaccination events, where feasible.

Any employee with occupational exposure to bloodborne pathogens – this mean any employee who works in an environment where there is potential to encounter blood or human bodily fluids or conduct first aid as component of their job description – the employer will make available to theme the hepatitis B virus (HBV) vaccine, free of charge (per WAC 296.823). For more information, ask your supervisor and or the district H&S team.

Campus Masking Standards

Since Spring Quarter 2022, masking has been “optional but encouraged” on Seattle College campuses and an expectation for a few situations, such as:

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- Clinical and other health-care settings and educational programs (dental hygiene, respiratory care, nursing, EMT, NA-C (Nursing Assistant Certified) (Nursing Assistant Certified), etc.)
 - Any individual who is ill or tested positive for COVID19 must wear a KN95 for 10 days (about 1 and a half weeks) after symptoms developed (or – if asymptomatic – 10 days (about 1 and a half weeks) after the test event) and follow designated isolation standards.
 - Any individual who has been exposed to someone infected with COVID19 must wear a KN95 for 10 days (about 1 and a half weeks) after the exposure event and follow designated quarantine standards.

While not required in most indoor settings, face coverings come to be recognized as an important intervention against respiratory illnesses of all kinds and offer an additional layer of protection. Individuals may choose to wear a face covering if they are in close contact with someone who is at high risk for severe illness (such as a household member) or have close contact young children who are not yet eligible for vaccination.

Some people may choose to wear a mask out of consideration for people who may be at high risk in public settings, or if they want to further reduce their own risk for any reason. Please remember that individuals may need to or choose to wear — or not wear — masks for a wide range of reasons. Thank you for respecting those needs and choices.

If you are meeting one-on-one in a closed space or in close contact with someone who politely asks you to wear a mask while interacting with them, please be respectful of the fact that we all have varying levels of comfort at this time; put on a mask for that interaction.

How to Report Your COVID19 Case & Notify Close-Contacts

How to report a COVID19 case in the campus community:

If you have test positive for COVID-19, use the new [COVID-19 Positive Test Reporting Form](https://forms.office.com/r/ueaxw2JMjD) (<https://forms.office.com/r/ueaxw2JMjD>) and do not come to campus. This form is only for self-reporting positive cases of COVID-19 to Seattle Colleges District H&S team and for the purposes of outbreak monitoring/response.

- **For employees**, this will also automatically alert your supervisor of your absence with a predicted return date.
- **For students**, to alert a teacher, **you should follow instructions on the form.**

After completing the form, you will receive detailed instructions in an automated message to your Seattle Colleges email. These instructions will guide you through the process of notifying close contacts, when you can safely return, and how long you should wear a face covering.

In addition to informing your close contacts of their exposure and notifying Seattle Colleges, [please report your positive test result to the Washington State Department of Health online](#), or report by phone at 1-800-525-0127.

How to notify close contacts:

If you have an on-campus presence and contract COVID19, you must notify people you were in close contact with during your contagious period. Close contact is defined as having been within 6 feet of another person for 15 minutes or more over a 24-hour period. Do this regardless of whether you or they or both were wearing a mask at the time. Close contact notifications apply – only – during the contagious period of your illness. See the [definitions](#) section of this infection control program to identify your own contagious period and close contacts. You may also refer your close contacts to [CDC guidance for people who have been exposed to COVID-19](#).

You may notify your close contacts directly by any method you choose. Please note that you can make anonymous notifications. To make anonymous notifications to your close contacts (for contacts within Seattle Colleges), please use the [Seattle Colleges Anonymous Contact Notification Form](#) (<https://forms.office.com/r/Hg2BqkK0q9>) or go to www.TellYourContacts.org (for anonymously notifying contacts outside of Seattle Colleges).

Outbreak Monitoring & Response

To monitor for and promptly respond to potential outbreak situations, any person of the Seattle College community – with an on-campus presence (visitor, student, employee, contractor, business partner, etc.) – who contracts COVID19 (tests positive), must:

- Notify those you might have exposed (see [How to Report](#)),
- Notify the district H&S team who will monitor for outbreaks (see [How to Report](#)), and
- Isolate according to current standards designated by Seattle & King County Public Health and the section of this program titled [Requirement for On-campus Activity](#).

In the event that an outbreaks of 10 or more cases from the same incident is found to occur, the district will notify Washington State Department of Labor and Industries and/or Seattle & King County Public Health then follow situation-specific directions provide by those authorities; And, review with the district Emergency Response Team to consider any necessity for updates or revisions to active policies and procedures for infection control.

Weekly COVID19-case counts that are reported to H&S are posted to the campus community at <https://www.seattlecolleges.edu/coming-campus/covid-19-information-updates>.