



COVID-19  
INFECTION CONTROL PROGRAM

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## Introduction

This Infection Control Program serves as a group of policies and procedures identified as guidelines used to deal with infection control issues during the coronavirus infectious disease 2019 (COVID-19) outbreak. It is designed in response to the local COVID-19 crisis and includes an **Employee Exposure Risk Assessment** and a **Phased Return-To-School and Work Plan** for when the Washington State “stay-home, stay healthy” mandate is lifted, as well as an **Incident Action Plan** for responding to the event that a confirmed COVID-19 patient is found to have been on-campus during a likely contagious phase of the illness and a **Contingency Plan** for these infection control measures. Infection control starts with people and each college employee must learn how to protect themselves from possible infection; thus, preventing the inadvertent act of passing the infection on to other coworkers and students. The Infection Control Program is intended to help guide those employees to take protective actions against the spread of infection of COVID-19 throughout our college community.

## Summary of COVID-19 Mode of Transmission

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 (COVID-19 patient). “Droplet transmission” means that microscopic droplets of saliva and mucous, which are dispersed to the air as a person coughs, sneezes, and (to a much lesser extent) speaks, may be inhaled by an adjacent individual (within 3 – 6 feet). If these droplets are contaminated with a sufficient amount of viable virus, that uninfected individual has potential to become infected. This mode of transmission can be controlled with good respiratory etiquette by:

- coughing/sneezing in the opposite direction of other people
- covering the mouth and nose when coughing/sneezing by using disposable tissue or the elbow of the arm
- promptly discarding the tissue and washing your hands with soap and water
- avoiding public areas when sick (known to be contagious), staying home, and contacting and following instructions from a licensed healthcare provider
- wearing a cloth face covering in situations where close contact with the public cannot be avoided (such as in the healthcare facility waiting room, grocery store, or public transportation)

Shortly after a person coughs/sneezes, the expelled droplets fall from the air to nearby horizontal surfaces, such as a table or the floor. If that surface is touched with the hands of an uninfected individual, that individual has an excellent protective barrier that prevents the virus from infecting them, which is the skin. However, if that person carries the virus from the hands to the mouth (or mucous membranes of the eyes or nose), that person has transported the virus to a portal-of-entry and would then have potential to become infected. This mode of transmission is considered hand-to-mouth transfer. It is much less likely to cause infection than by droplet transmission and can be controlled by hand washing and frequent, repeated disinfection of horizontal and high-touch surfaces in areas where sick people congregate (such as a healthcare setting) and areas of high-public traffic.

Once infected, an individual may not exhibit symptoms for 2 - 14 days after contracting the virus but may still be contagious; therefore, the importance is heightened for college leadership to campaign and promote the use of good respiratory etiquette, frequent hand hygiene, and informing all individuals of the Seattle Colleges' workforce and student body about the symptoms and risk factors associated with COVID-19. In order to prevent the spread of infection from asymptomatic carriers, college leadership should strongly encourage the use of cloth facemasks for all individuals who arrive on campus.

## Responsibilities

Seattle Colleges' *District Emergency Response Team* has worked together to develop and identify exposure risk mitigation strategies for good infection control. They have reviewed and accepted this district wide *Infection Control Program*.

It is the **responsibility of management** (Vice Presidents, Deans, Directors) to give direction and provide the resources necessary to effectively follow the *Infection Control Program* and to devise a mechanism to monitor and enforce social distancing in face-to-face interactions including hands-on instruction (where permitted), registration, financial aid, cashier, library, and computer labs. Management must work to keep the district health and safety (H&S) team up-to-date on those mechanisms and schedule in order to give opportunity for safety oversight and to support information sharing across parallel departments at other Seattle College campuses.

It is the **responsibility of supervisors** to participate in designated trainings to be well-informed and understand the risk factors associated with COVID-19 and ensure proper implementation of identified infection control strategies and mechanisms. Supervisors must call to the attention of management and/or the health and safety team in any situation where they cannot properly implement the outlined strategies and mechanisms established in this *Infection Control Program*.

It is the **responsibility of employees and students** to follow instructions and cooperate in efforts for managing social distancing and other infection control strategies and to report unsafe conditions or actions to their immediate supervisor or the H&S team ([healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu)).

## Communication & Employee Education

Each college **Communications Team** will develop an emergency communications plan, including a forum for answering workers' concerns and internet-based communications, if feasible; and prepare poster campaigns that:

- Promote good respiratory and hand hygiene
- Direct people to maintain social distance and discourage sharing of phones, desks, offices, or other work tools and equipment, when possible
- Increase awareness on symptoms of COVID-19 and what to do if one feels ill

Poster Campaign materials are also available through:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [King County Department of Public Health \(KCPH\)](#)

College **Leadership** (Presidents, Vice Presidents, and Human Resources) will work to:

- Actively encourage sick employees to stay home
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies
- Not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Note: Leadership should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate support in information sharing as workers who feel safe at work are less likely to be unnecessarily absent
- Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to employees and students about medical care in the event of a COVID-19 outbreak
- Provide and advertise a means for employees and students to confidentially self-report that they are at higher-risk for severe illness from contracting COVID-19 (as defined by the CDC) and make accommodations
- Provide and advertise a means for employees and students to confidentially self-report a positive test case for COVID-19. Information to track includes: (i) distinguish if they have been directed by a healthcare professional to self-isolate but have not been tested (ii) date when their symptoms first began, and (iii) if they appeared on campus within 2 days before symptoms began

## Employee Hazard Education

Seattle Colleges' H&S Team will provide usable and appropriate training, education, and informational material about business-essential job functions for worker health and safety, including proper hygiene practices and the use of any workplace controls (including personal protective equipment) to prevent the spread of infection of COVID-19. Participation in basic workplace hazard education about the novel coronavirus is required for all employees expected to conduct face-to-face interactions with coworkers, students, or the general public. This *COVID-19 Information Session* will be made available by the district H&S team and discuss:

- The signs, symptoms, and risk factors associated with COVID-19 illness
- How to prevent the spread of the coronavirus at work, including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions
- The importance of hand washing and how to effectively wash hands with soap and water
- Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves, and
- The COVID-19 Infection Control Program's
  - Employee Exposure Risk Assessment
  - Illness Reporting Procedures

This *COVID-19 Information Session* will be updated, as needed, and presented on a weekly basis, via webinar throughout the durational period that the King County, Washington area is considered to be in substantial community transmission. Employees can access the presentation schedule and register for an upcoming session by visiting <https://seattlecollegescovid19-infosession.eventbrite.com>. A canvas training version of the info-session is available at <https://canvas.seattlecentral.edu/enroll/JHEH38>. Anyone without a Canvas account for the trainings can email [dislrn@seattlecolleges.edu](mailto:dislrn@seattlecolleges.edu) to have one built.

It is the responsibility of **supervisors** and **management** (Vice Presidents, Deans, Directors) to ensure that employees are aware and have access to these trainings and to:

- Participate in designated trainings to be well informed and understand the risk factors associated with COVID-19 and ensure proper implementation of identified mitigation strategies and mechanisms
- 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 team any situation that they cannot properly implement the outlined strategies and mechanisms established in the Infection Control Program
- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required personal protective equipment (PPE), respiratory etiquette, and illness reporting – as provided by the campus communications and/or H&S teams
  - Note, workplace hazard education materials must be provided in a language that employees understand: resources for [multilingual COVID-19 education materials](#) are available through the Washington DOH and other public health organizations
- Disseminate relevant information from DOSH, OSHA, local and state health departments, the CDC, and other similar COVID-19 authorities – as provided by the campus communications and/or H&S teams

### Additional COVID-19 Educational Resources

The University of Washington's *Department of Global Health* in the School of Public Health and Medicine has developed a Seminar Series, titled "Exploring and Understanding the COVID-19 Pandemic," which is open to the general public and available at <https://canvas.uw.edu/courses/1403424>. Seattle College employees and students are encouraged to review this material.

These sessions are facilitated by faculty members at the University of Washington who are coronavirus and pandemic preparedness experts. The seminar series will provide a general overview to the COVID-19 pandemic. The lecture series will consist of 6 sessions with each session comprised of a 30-minute lecture. The 6 sessions will encompass the following topics:

1. Coronavirus emergence and trajectory
2. Pandemic preparedness and response measures
3. Diagnostics and testing



4. Treatment and vaccine development
5. Personal and institutional prevention
6. Social and economic impacts

## Absenteeism

During the local COVID-19 crisis, employees and students could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.

It is the goal of Seattle Colleges' H&S team to work in reducing fear and impetus surrounding misinformation about COVID-19 by providing evidence-based information to employees through workplace hazard education. Information and registration to attend one of the live online trainings is available at <https://seattlecollegecovid19-infosession.eventbrite.com>.

Fearful employees can feel reassured in knowing that District Leadership and the H&S team will continue to collaborate with the various departments of our college community to ensure good infection control planning and effective implementation of strategies that will control the spread of infection for Seattle Colleges. Additional resources for stress management associated with the COVID-19 pandemic, are available through the [Employee Assistance Program](#).

All employees are encouraged to report concerns and use paid sick leave, as needed. No department of Seattle Colleges will take any adverse actions or otherwise retaliate against a worker for exercising health safety rights, and employees are encouraged to raise any and all health and safety concerns to the attention of the district H&S team by emailing [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu).

## Symptomatic Individuals

Instructors, supervisors, and managers should disseminate the [Daily Symptoms Checklist](#) to each employee and student, each day that they appear to school and work, and direct all individuals who feel or appear sick to go home and contact their healthcare provider (note: if the individual does not have access to healthcare services, they can call the *Novel Coronavirus Call Center* at [206-477-3977](tel:206-477-3977)). All sick individuals, regardless of a COVID-19 diagnosis, should not be expected to (and strongly discouraged)

return to campus until 3 days after symptoms resolve or 7 days after the initial onset of symptoms, whichever is longer. Individuals that insist they are not sick (i.e. allergy sufferers) and wish not to return home, will be required to wear a cloth face covering while on campus property and maintain 6 feet of distance from all coworkers and students. Accommodations should be made for (and strongly encouraged) these individuals to conduct school and work activities by remote modalities.

### Potential Exposure

All individuals who experience a potential exposure event should isolate from work, school, and other people and self-monitor for symptoms (under direction of a healthcare provider) for no less than 14 days from the last point of contact with the confirmed or suspected COVID-19 patient.

A “potential exposure” means being in household contact or having direct contact (being within less than 6 feet) with a confirmed or suspected patient of COVID-19. The timeframe for having contact includes the period of time of [48 hours](#) before the patient became symptomatic. A “suspected patient” is an individual awaiting COVID-19 test results and/or has been directed by a healthcare professional to self-isolate. If the test results for the suspected patient is found negative for COVID-19, isolation precautions for the potential exposure to a suspected patient may be released.

Some students or employees may have “household contact” with a COVID-19 patient. Accommodations should be made for these individuals – and they should be strongly encouraged – to conduct work/school activities from home, isolate, and self-monitor for symptoms for 17 days after the patient’s symptoms resolve or 21 days from the initial onset of the patient’s symptoms, whichever is longer.

### Frontline Workers

“Frontline workers” are employees who work with individuals known or suspected to be infected with the novel coronavirus. Although no Seattle College students or employees will be required to work in this way, many individuals may have other work environments, outside of Seattle Colleges, that would bring them into this kind of exposure risk category. For example, a Seattle College nursing student may also be employed in a certified nursing assistant or nurse technician position at a healthcare facility.

These frontline workers will be permitted to continue work on campus following potential exposure to COVID-19, provided that they remain asymptomatic and additional precautions are implemented, as

described below. Note, similar considerations may be made for asymptomatic individuals with household contact – on a case-by-case basis – with consent from the Human Resources department and the H&S team.

Rather than attempt to inventory the second-jobs for college employees and students, the healthcare education cohorts will be assumed frontline workers and any other student or employee who chooses to self-disclose their extracurricular employment role as a frontline worker.

All frontline workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Each morning, before coming to campus, the student/employee should measure their temperature and report sick if the temperature is greater than or equal to 100.4 °F
- Twice daily, review the [Daily Symptoms Checklist](#) and follow instructions, accordingly
- Practice social distancing and maintain more than 6 feet of distance from other people, as duties permit
- For 14 days after last exposure, wear a face mask at all times while on campus.  
Instructors/supervisors may issue facemasks (available through the campus Facilities Department) or the H&S team can approve employees' supplied cloth face coverings in the event of shortages
- Disinfect the individual's workstation, before and after using the space; discourage sharing of workstations, tools, and equipment. Do not share headsets or other objects that are near the mouth or nose

If the frontline worker becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be promptly cleaned and disinfected. Information on persons who had contact with the sick individual during the time they had symptoms and 2 days prior to symptoms should be compiled. Others at the campus who had direct contact with the sick person during this time would be considered potentially exposed.

## Cleaning & Disinfection

It is the responsibility of the campus **Facilities Departments** to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other high-touch points in the work environment using the designated disinfection products listed below. This includes the following infection control strategies:

- Establish a housekeeping schedule to address regular, frequent, and periodic cleaning of occupied areas
- Provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case
- Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination – for rough surfaces that may be difficult to clean and degrease, use crate paper, cellophane, or other type disposable surface coverings and frequently remove, discard, and replace that barrier
- Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using designated disinfection product approved by the EPA-approved disinfectant
- Make sure shared work vehicles are regularly cleaned and disinfected
- Ensure adequate stock and supply of soap, paper towels, and other products necessary for hand hygiene
- Maintain Safety Data Sheets (SDSs) for all disinfectants and chemicals product the department uses (and stores) on site
- Ensure designated employees follow effective cleaning procedures and use chemical/procedural designated protective equipment when mixing, spraying, and wiping with liquid cleaning products
- Ensure proper labelling of all dispensed chemical products based on the Globally Harmonized System (GHS) of classification for labelling of chemicals (2012)
- Don't mix chemicals — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications

As for work with all chemical products, workers must follow the manufacturer's instructions (e.g., concentration, application method and contact time, PPE) and Safety Operating Procedures (SOP) designed for the task. All chemical products must be labeled, appropriately, according to hazard communication standards, by the individual dispensing the product to spray bottle. No employee is permitted to conduct dispensing activities without hazard communication training and designated authority through their employment position (trained, facilities personnel).

The H&S team has collaborated with other college communities, facilities leadership, and reviewed public health guidance and developed an [SOP for preemptive disinfection control](#) in areas of high-public traffic and common areas that are open to public access. Each campus has designated their disinfectant product to be used that is verified by the Environmental Protection Agency (EPA) with claims against the novel coronavirus and emerging viral pathogens (listed below).

- **North Seattle College** has designated *Oxivir Five 16* (1:16 dilution) to be used for infection control, disinfection activity
- **Seattle Central College, Siegal Center, Wood Technology Center, and Seattle Maritime Academy** has designated *Signet Heavy Duty Non-Acid Washroom Disinfectant RR-1* to be used for infection control, disinfection activity
- **South Seattle College and Georgetown Campus** has designated *Diversey Alpha-HP Multi Surface Cleaner* to be used for infection control, disinfection activity

These products, when diluted, do not classify as hazardous according to OSHA 29CFR 1910.1200 (HazCom 2012) and dilution control is maintained by an RTD (ready to dispense) dilution control device. It is considered safe to disseminate spray bottles of these products to instructors and area managers for supplemental disinfection (as needed to control the spread of infection for COVID-19) of high-touch surfaces within their workspaces. Allowing access to these products by students or people of the general public is prohibited. Employees should know that the use of disinfectant wipes are inadequate tools for infection control as they do not allow sufficient contact time to effectively kill pathogens. Any employees, outside of custodial department, who are given access these disinfection products for supplemental disinfection activities must first complete the *COVID-19 Information Session* presented by the Seattle Colleges' Health and Safety Team, where proper disinfection procedure is discussed.

Custodial department employees must receive hazard communication training before working with hazardous chemicals. This training requirement includes employees who operate the RTD system to dispense chemicals as the concentrated product in that equipment is considered a hazardous chemical by OSHA Hazard Communication standards.

Employee may access the schedule and register for the next training session by going to the following links:

- Hazard Communications (HazCom) Trainings: <https://hazcomseattlecolleges.eventbrite.com>
- Bloodborne Pathogens Trainings: <https://bbpseattlecolleges.eventbrite.com>
- COVID-19 Employee Health & Safety Trainings here <https://seattlecollegecovid19-infosession.eventbrite.com>

## Employee Exposure Risk Assessment

Seattle Colleges has prepared an *Employee Hazard Assessment*, which categorizes employee work groups based on position specific activities and workplace environments. These groups have been organized into four different risk levels for occupational exposure potential to the novel coronavirus, using criteria outlined in the [OSHA 3990 - Guidance on Preparing Workplaces for COVID-19](#). The OSHA 3990 guidance establishes assessment criteria related to an employee's opportunity to come into close contact with a confirmed or suspected COVID-19 patient or the opportunity to be exposed to large volumes of people in areas with ongoing community transmission; and makes recommendations to mitigate employee exposure risk for each category.

The following Seattle Colleges employee work groups have been evaluated based on related work activities.

- Laboratory technicians & staff
- Computer Lab technicians
- Information Technology Services
- Registration & Financial Aid
- Cashiers
- Library staff
- Safety & Security
- Auxiliary Staff – parking guide
- Facilities personnel, including:
  - Custodial Crew
  - Copy Center & Mailroom
  - Maintenance Crew
  - Grounds Crew
- Office personnel, including:
  - HR Operations
  - Administrative Assistants
  - ctLink
  - Accounting & Finance
  - Communications/Webteam
  - Academic & Student Success
  - Institutional Research
  - Advancement / Foundation

Evaluation for the following employee work groups and instructional cohorts are currently in process:

**North Seattle College**

- Ironworkers Apprenticeship
- Emergency Medical Technician
- Pharmacy Technician
- Medical Assisting
- Phlebotomy
- Electronics
- Nursing
- ECE

**Seattle Central College**

- Culinary
- Marine Tech
- Medical Assisting
- Medical Assisting Apprenticeship
- Nursing
- Respiratory Care
- Surgical Technology

**South Seattle College**

- Nursing
- Boeing App (Machinist)
- Boilermakers
- Cement Masons
- Masonry Trades
- Meat cutters
- Seattle City Light
- Sprinkler Fitters

### Classification of Employee Exposure Risk

These employee work groups have been organized into four occupational exposure risk levels: (1) very-high, (2) high, (3) medium, and (4) lower-exposure risk to the novel coronavirus.

Employees in the **Very-high Exposure Risk** category include those with high-potential for exposure to known or suspected sources of COVID-19 infection during specific procedures. These include specific medical, postmortem, or laboratory personnel who conduct aerosols-generating procedures, such as intubation, cough induction, bronchoscopies, and some dental procedures. Under normal operations, no employee or student of Seattle Colleges is expected to handle specimens (manipulate cultures) from known or suspected COVID-19 patients.

Without implementation of infection control strategies, the following personnel may classify as very-high exposure risk category:

- Instructors or students conducting aerosols-generating procedures on human patients rather than a manikin or simulations
- Note that healthcare program employees or students are not classified as very-high exposure risk, except if/when conducting aerosols-generating procedures on human patients rather than a manikin or simulations

Employees in the **High Exposure Risk** category include those with high-potential for exposure to known or suspected sources of COVID-19 infection. These include healthcare workers and support staff who are expected be in direct contact with known or suspected COVID-19 patients. "Direct contact" means to work within less than 6 feet of the individual.



Without implementation of infection control strategies, the only personnel that may classify as high exposure risk category would be individuals working or studying in the healthcare clinical setting, where requirements of the healthcare facility's health and safety or infection control plan must be implemented. No activities that would classify as very-high or high exposure risk are to be conducted on any of Seattle College Campuses.

Employees in the **Medium Exposure Risk** category include those required to conduct frequent and/or direct contact with members of the general public in areas of ongoing community transmission. Workers of this category include in-school employees, high-population-density work environments, and some high-volume retail settings.

Without implementation of infection control strategies, all Seattle Colleges employees and students would be classified in the medium exposure risk category. Until the King County community can be recognized as an area no longer experiencing ongoing community transmission, Seattle Colleges leadership and management have the responsibility to implement infection control strategies that are effective in reducing employee and student exposure risk (as outlined in this Infection Control Program) that would justify reclassification of employees to the lower exposure risk category – otherwise suspend operations for that work activity.

For this consideration, the [Return to Campus Health and Safety Plan Form](#) is a fillable form for which instructors and managers can evaluate each course that they are responsible for and designate the social distancing strategies and exposure control measures to be implemented for their student or work groups, which will reclassify their employees/students to the lower exposure risk category. The district H&S team will review and provide guidance and support for this development.

With these infection control plans, the following employee work groups are still considered to be in the medium exposure risk category at all times that the King County community experiences ongoing community spread. Medium exposure risk category employees retain priority for PPE supplies over lower exposure risk category work groups. In all cases, the use of PPE is to be evaluated only after engineering and administrative controls are set in place but still inadequate to reduce employee exposure risk to lower risk category. As always, PPE is a supplement to engineering and administrative controls and never a replacement.

Of those evaluated, medium exposure risk category employees at Seattle Colleges include:

- Campus Safety & Security officers (potentially)
- Campus Disinfection Response Team (DRT), designated and trained for disinfection activities in the event of a campus confirmed case of COVID-19
- Other employees anticipated to operate by face-to-face modality, which result in interfacing with more than 50 students or coworkers per day (i.e. where lines may form and persist) and where social distancing strategies are expected to be difficult

Employees in the **Lower Exposure Risk** category have minimal occupational contact with the public and other coworkers (likely less than 10 direct student/coworker interactions per day). Until the King County community can be recognized as an area of minimal ongoing community transmission of the novel coronavirus, Seattle Colleges leadership and management have the responsibility to implement infection control strategies that maximize the reclassification of employees into this category. This is done by reducing the opportunity for employees to be exposed to large volumes of people, by continuing online, distance teaching modalities and telecommuting, where possible, and implementing social distancing strategies and exposure controls.

### Exposure Control Options

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. The most effective protective measures are (from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE).

There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure. According to the “hierarchy of controls”, the use of PPE (and introduction of additional hazards associated with that equipment) is considered only after the more effective controls measures have been implemented but are not sufficient to effectively mitigate the risk. The use of PPE supplements these primary control measures and should never be implemented as a replacement to engineering and administrative control strategies.

## Engineering Controls

Engineering controls involve isolating employees from work-related hazards. They serve as a barrier between the worker and the hazard. This barrier can be physical or spatial to reduce or eliminate one's opportunity to come into contact with the hazard (high-population-density work environments).

Examples of Engineering Controls for the novel coronavirus include:

- Installing high-efficiency air filters
- Increasing ventilation rates in the work environment
- Installing physical barriers, such as clear plastic sneeze guards
- Installing a drive-through window to service students or (if possible) move operations to outdoor environments
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings) – Seattle Colleges does not present employee or students to work environments where they would be conducting aerosol generating procedures

## Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Examples of administrative controls for the novel coronavirus include:

- Sending home sick workers and students
- Minimizing contact among workers, students, and the general public by replacing face-to-face meetings with virtual communications and implementing telework, where possible
- Establishing alternating days or extra shifts that reduce the total number of people in a workspace at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week

- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE)
- Training workers who need to use protective clothing and equipment on how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material must be easy to understand and available in the appropriate language and literacy level for all workers

### Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for the novel coronavirus include:

- Providing resources and a work environment that promotes personal hygiene. For example, ensure adequate supply of tissues, no-touch trash cans, and hand soap
- Requiring regular hand hygiene. Workers should always wash hands when they are visibly soiled and after removing any PPE
- In areas, or for activities, where hand washing is not practicable, provide alcohol-based hand sanitizers (with at least 60 percent alcohol content)
- Providing disposable towels and non-hazardous chemical disinfection product verified to effectively target SARS-CoV-2 or other EPA-approved disinfectants for workers to clean their work surfaces
- Post handwashing signs in restrooms, employee breakroom sinks, and other hand washing stations

### Personal Protective Equipment (PPE) for reducing Employee Exposure Risk to COVID-19

While engineering and administrative controls are considered more effective in reducing employee exposure risk, PPE may also be needed for certain work activities. While correctly using PPE can help prevent some exposures, it should never take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Seattle Colleges H&S team will continue to monitor the OSHA, CDC, and DOH guidance and updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Managers and supervisors are responsible for ensuring workers are provided with the designated PPE intended to keep workers safe while performing their jobs. In the event that materials cannot be provided (e.g. due to backorder and procurement deficiencies), supervisors/managers must work with the H&S team to reevaluate the employee exposure risk and redesign their infection control plan. Supervisors and Managers must not direct their employees to continue work activities when designated risk mitigation strategies are not being implemented or available; they must call the situation to the attention of the H&S team ([healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu)).

The types of PPE required during a COVID-19 outbreak will be based on the employee-specific exposure risk of being infected with the novel coronavirus, while working and performing infectious-hazardous tasks. Details on which employee work groups have designated PPE for their activities are based on the H&S team review of the [Return to Campus Health and Safety Plan Form](#) and will be designated upon acceptance or rejection for the program activity to return to campus.

### Inappropriate Use of Certain Infection Controls and PPE

**Supervisors** and **Managers** must ensure their employees know and understand the proper use of designated infection control strategies and PPE, including what not to do when utilizing these controls, as discussed in the corresponding H&S trainings. This includes:

- Do not use hand sanitizer when soap and water is accessible – soap and water is more effective and the overuse of sanitizers/disinfectant promote the evolution for microbial resistance to the product
- Discourage the misuse of sanitizer by placing dispensers **ONLY** at the entrance to buildings/classroom and areas where hand washing with soap and water is not feasible – instead utilize poster campaigns that remind people to wash their hands in areas that soap and water is reasonably accessible
- Do not use hand sanitizer on gloves – this degrades the material, which may generate microscopic fissures that void the protective barrier effect; gloves should be removed promptly upon contamination followed by hand washing or sanitizer
- The use of gloves requires special attention to cross contamination. They should be removed promptly after conducting the activity of concern. For most people, gloves increase the potential to touch other items and promote cross contamination; therefore, the H&S team discourages the use of gloves for handling money, documents, or simply for face-to-face interaction with public – instead, schedule and remind employees to take frequent hand-washing breaks (every 30 minutes or more frequently, as needed) – set a timer for reminder, if necessary
- Do not wear gloves for long periods of time (more than 30 minutes) as it promotes moisture and microbial growth, which will damage the natural protective barrier of the skin

- There is a nationwide shortage of n95/medical face masks, which are reserved for people who are sick and cannot avoid public interaction or frontline healthcare workers. With respect to infection control, masks are not personal protective equipment; they block the germs of the person wearing the mask from infecting healthy people around them. According to the World Health Organization (WHO), CDC, and DOH, there is no evidence that wearing a face mask will protect a healthy person from getting sick – Seattle Colleges employees and students are encouraged to use cloth face coverings in environments where social distance practices may be difficult to manage
- When considering the use of face masks, employees and students should be informed that:
  - Reducing the availability of n95/medical mask for healthcare purposes is inappropriate
  - Wearing a mask can increase the burden on the body to breathe and potentially increase touching of the face
  - Neither the homemade nor n95/medical masks are a fail-safe protection to prevent the person wearing the mask from getting sick

### Cloth Face Coverings

For COVID-19, symptoms may appear 2-14 days after exposure to the virus and recent information suggests that a significant portion of persons with COVID-19 may not have any symptoms (be asymptomatic), or even those who do have symptoms can transmit the infection before showing signs of illness. Considering this, both DOH and the CDC recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others. This is not a substitute for social distancing and other infection control strategies but a supplemental measure to decrease the spread of infection from the individual wearing the mask, who might not know they have been infected, from spreading their germs to people around them.

Seattle Colleges promotes the recommendation that students and employees conducting face-to-face interactions wear face coverings while on campus. If an individual chooses to wear their own cloth face covering to help control the spread, they should follow the guidance developed by DOH and the CDC. Resources for this guidance are included in internet links listed below.

- <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- How to make your own cloth face covering: <https://youtu.be/tPx1yqvJgf4>

## Social Distancing Strategies

Supervisors must ensure that their employees (Instructors must ensure that students) keep at least 6 feet away (2 arms'-length apart) from other individuals, when feasible. Other prevention measures are required such as use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn't feasible. In situations where social distancing is difficult, all employees and students should be asked to wear cloth face coverings to prevent spreading their germs to other individuals.

[Appendix A](#) provides social distancing strategies that are to be implemented in certain areas of the college campus and should be referred to by the corresponding managers responsible for those areas. Thus far, strategies have been developed for the following (see [Appendix A](#)). Additional requirements may be implemented based on the level of community spread within the King County area. For details on the additional strategies required based on the phase of operation, see the section titled, [Phased Return-to-School & Work Plan](#) of the Infection Control Program.

- Strategies for Building Access
- Strategies for Classrooms & Office Areas
- Strategies for Computer Labs & Libraries
- Strategies for Registration, Financial Aid, and Cashiering offices
- Strategies for Break Areas and Conference Rooms



### Employee Work Groups by Exposure Risk Category

Below is a summary table of each employee work group and exposure risk category classification based on exposure potential when the outlined exposure risk mitigation strategies are fully implemented.

Employee Work Group	Exposure Risk Category (without mitigation)	Exposure Risk Category (with infection control & social distancing)
Laboratory technicians & staff	Medium	Lower
Computer lab technicians	Medium	Lower
IT services	Medium	Lower
Registration & Fin. Aid	Medium	Lower (phase 1)
Cashiers	Medium	Lower (phase 1)
Library staff	Medium	Lower (phase 1)
Safety & Security officers	Medium	Medium-to-Lower (depending on task)
Auxiliary Staff – parking	Medium	Lower
Facilities Personnel	Lower	Lower
Office Personnel	Lower	Lower

### Designated Exposure Controls by Exposure Risk Category

#### Exposure Controls for All Seattle College Employees

At all times that the King County community is experiencing widespread or ongoing community transmission (as opposed to no or limited transmission – designated by the DOH), the following exposure controls are to be implemented for all employees/students of Seattle Colleges. Seattle Colleges H&S team will continue to stay abreast of guidance from federal, state, local health agencies, and consider how to incorporate those recommendations and resources into workgroup and campus specific plans, where applicable. Each workgroup should have additional exposure controls based on their exposure risk category - with infection control & social distancing measures.

Management should incorporate [social distancing strategies](#) and implement [engineering controls](#), [administrative controls](#), and [safe work practices](#), as many as possible. Instructors and Directors are to review this plan and submit to their Deans and VPs (respectively) the [Return to Campus Health and](#)

[Safety Plan Form](#) based on the activities required for the particular student/work group; the form should be used to identify and designate the strategies to be implemented for each specific work group operating under their direction. The district H&S team will remain available as a resource for this development and to provide alternative guidance for situations where implementation may be difficult (contact [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu)).

In all cases, it is the responsibility of management to follow existing OSHA Standards, including considerations for where existing standards may apply to protect workers from exposure to and infection with COVID-19; among the most relevant are:

- OSHA's General Duty Clause, Section 5(a)(1) of 29 USC 654(a)(1), requires employers to furnish to each worker a place of employment, which is free from recognized hazards that are causing or are likely to cause death or serious physical harm
- OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit the novel coronavirus; however, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard
- Employers must also protect their workers from exposure to hazardous chemicals used for cleaning and disinfection. Common sanitizers and disinfectant could contain hazardous chemicals. Where workers are exposed to hazardous chemicals, management must comply with OSHA's Hazard Communication standard (in general industry, 29 CFR 1910.1200), Personal Protective Equipment standards (in general industry, 29 CFR 1910 Subpart I) and other applicable OSHA chemical standards. All chemicals used, stored, or purchased by Seattle Colleges should be reviewed by the H&S team for these considerations. No employee is to be permitted to have access to hazardous chemicals or work in a space that hazardous chemicals are used or stored without having been trained in Hazard Communication by an authorized representative of Seattle Colleges (register for training at <https://hazcomseattlecolleges.eventbrite.com>).

- When respirators (including N95 facemasks) are necessary to protect workers or where respirator use is required, management must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134)
- In all Seattle College SOPs, policies, and procedures, personal protective equipment (PPE) is described as “optional” to employees. It is the responsibility of **supervisors** and **management** to ensure that the PPE is immediately available to their workers and that workers know how to access and properly inspect, use, store, and dispose of that PPE.

### Exposure Controls for Lower Exposure Risk Category Employees

For workers who do not have frequent contact with the general public, implement exposure controls designated for all Seattle College employees, described in preceding section.

**Engineering Controls** that are in addition to those to be implemented for all Seattle College employees, are not recommended for workers in the lower exposure risk group. Management should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

**Administrative Controls** for low exposure risk category work groups include:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the [CDC COVID-19 website](#)
- Collaborate with workers to designate effective means of communicating important COVID-19 information

**Personal Protective Equipment** that are in addition to those to be implemented for all Seattle College employees, are not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

## Exposure Controls for Medium Exposure Risk Category Employees

In areas where workers are exposed to high-population-density work environments, the following additional exposure control measures should be implemented.

**Engineering Controls:** Install physical barriers between the employee and the public, such as clear plastic sneeze guards, in areas where lines may form and where feasible

### **Administrative Controls**

- Where appropriate, limit students' and the public's access to campus, or restrict access to only certain areas
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework, and remote instruction)
- Each campus facilities department should keep on-hand extra supply of cloth face coverings (or a reusable face shield that can be decontaminated between use) for instructors and supervisors to access:
  - If an individual arrives to campus without a face covering or
  - In the event that an individual becomes sick during the day. That individual should be sent home immediately, a cloth face covering must be worn and the individual should maintain a strict 6 feet of distance from all other people until they are able to return home
- Supervisors and instructors should keep staff and students aware that they should self-monitor for symptoms by:
  - The [Daily Symptoms Checklist](#) developed to inform students/staff on what do if they exhibit symptoms. These handouts could be disseminated via flyer, email, or by presentation early in the class lecture – on a daily basis
  - Posting signs about symptoms of COVID-19 that remind people what to do if they feel sick and to minimize contact with other individuals until healthy again. These signs should be posted at the entrance of buildings and in common public or breakroom areas and in the classroom setting. Printable signs may be available through the [CDC](#) and [KCPH](#)

## Personal Protective Equipment

PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job. The following is a list of Seattle College medium exposure risk work groups, and the corresponding PPE that must be provided for the employees to conduct the corresponding work activities. Without social distancing and other infection control strategies, employees of the medium risk category should be provided respirators or a reusable face shield that may be disinfected between uses.

- **Security Officers** must be given multiple pairs of nitrile gloves to be carried and worn, as needed, and a portable supply of hand sanitizer. Gloves are only to be worn temporarily, for short term activities. Hands must be washed or sanitized immediately after removing the gloves
- **Disinfection Response Team (DRT)** members will be provided PPE as outlined in the disinfection SOP, based on the chemical and/or infection hazards controls necessary for the disinfection activity. All employees that utilize PPE must be trained on the proper application, inspection, use, storage, and disposal
- **Door Monitors** or individuals conducting wellness screening checks, with the use of thermometer, or interfacing multitudes of people must be given abundant supply of nitrile or latex gloves, a portable supply of hand sanitizer, and a reusable face shield to be worn in combination with a cloth face covering – 6 feet of distance must be maintained at all times with exception, only, for temperature checks that must be touchless, swift, and immediately returned to 6 feet of distance.

## Exposure Controls for High & Very-high Exposure Risk Category Employees

The only environment that employees or students might conduct activities that would place them in very-high or high risk exposure category would be in the clinical setting. No high-risk or very-high risk activities will be conducted on campus. Directors and Deans, with programs that bring students into the clinical setting, have the responsibility of ensuring proper exposure controls are implemented by collaborating with the program clinical sites. Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work either in contact or within 6 feet of patients known or suspected to be infected with the novel coronavirus should wear respirators. Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator during aerosol generating activities. Certain respirator designs with forward protrusions (duckbill style) may be difficult to properly wear under a face shield. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection.

Students and employees in this exposure risk category will require additional education on decontamination procedures to conduct before leaving the site, which are outside the typical scope of health education. Workers who dispose of PPE and other infectious waste from high exposure risk activities, or conduct cleaning and disinfection activities in spaces where known or suspected COVID-19 patients reside, should also be provided respirators.

## Phased Return-to-School & Work Plan

Seattle Colleges has developed a phased return-to-school and work plan based on the Centers for Disease Control and Prevention's (CDC) [Interim Guidance for Administrators of U.S. Institutions of Higher Education](#) [CDC, 3-23-2020] and the Washington State Governor's [Phase 1 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements](#).

The phased return-to-school and work plan for Seattle Colleges is organized into three categories that will be contingent on the local level of community transmission:

1. when there is substantial community transmission,
2. when there is minimal to moderate community transmission, and
3. when there is limited community transmission (preparedness phase).

Until the Washington State Governor's Proclamation: Stay Home - Stay Healthy Order (Stay Home Mandate) has been lifted and public health officials have determined that the local level of transmission to be occurring in the community has changed, operations assume phase 1 of this return-to-school and work plan.

In all phases of the return-to-school and work plan, Seattle Colleges leadership will continue to coordinate with local public health officials to review and implement guidance on the best course of action for institutions of higher education. This is the first step in making decisions about responses to the presence of COVID-19 in the community and King County health officials are available to assist college communities to determine which set of strategies might be most appropriate for their specific community's situation. King County has designated a higher education institution liaison for COVID-19 Response and hosts regularly scheduled education and information sharing opportunities amongst community and technical colleges within the region. The H&S team will continue to participate, review, update, and implement mitigation strategies that are expected to extend across organizations (e.g., K-12 schools, business, community and faith-based organizations) within the community, as they are not necessarily tied to cases within institutions of higher education.

## Phase 1 – Substantial Community Transmission

### COVID-19

- COVID-19 is a respiratory illness that can cause mild or severe respiratory illnesses
- **Symptoms** may include fever (100.4°F or higher), cough, shortness of breath, sore throat, or muscle aches

### Droplet Spread

- The virus spreads in droplets when infected people cough, sneeze, or talk; they can spread COVID-19 up to 2 days (48 hours) before they get symptoms
- People are infected mainly when they breathe in these droplets, or touch a surface contaminated with droplets and then touch their eyes, nose, or mouth
- [Cloth face coverings](#) over the mouth and nose can help reduce the spread of droplets

### Close Contact

- Close contacts of a person with COVID-19 are at higher risk of infection if they:
  - Live in the same household or care for the ill person
  - Contact the person's secretions (e.g., kissing, sharing utensils, coughed on, etc.)
  - Are within 6 feet of the person for over 10 minutes

### Social Distancing

- Social distancing is keeping a distance of 6 feet from other people
  - It can help reduce contact with germs that are spread through droplets
  - It can help prevent infectious illnesses when no treatment is available
- Employees who are at [greater risk for serious complications](#) from COVID-19 should not be required to come to campus
  - Employees at greater-risk should contact Human Resources, [hr.district@seattlecolleges.edu](mailto:hr.district@seattlecolleges.edu)
  - Students at greater-risk should contact their Office of Disability Services
    - North: [Josef.Mogharreban@seattlecolleges.edu](mailto:Josef.Mogharreban@seattlecolleges.edu)
    - South: [Rose.Kolovrat@seattlecolleges.edu](mailto:Rose.Kolovrat@seattlecolleges.edu)
    - Central: [Cebrina.Chavez@seattlecolleges.edu](mailto:Cebrina.Chavez@seattlecolleges.edu)



## Isolation and Quarantine

- Isolation separates an ill person from others to prevent spread of the virus
- Quarantine separates a healthy (asymptomatic) person who may have been exposed to COVID-19 from others. This is done to prevent the spread of illness if the person in quarantine develops COVID-19
- People who have had direct contact with someone diagnosed with COVID-19 should quarantine and **not come to campus for 14-days from their last exposure, and monitor themselves for symptoms**. See: [What to do if you were potentially exposed to someone with confirmed COVID-19](#)
  - If no COVID-19 symptoms appear after 14 days: leave quarantine
  - If symptoms appear
    - Contact your healthcare provider or call the novel coronavirus hotline 206.477.3977
    - Stay isolated at home away from others, except to get medical care
    - Do not return to campus until 3 days after respiratory symptoms resolve or 7 days after the initial onset of symptoms, whichever is longer
    - A health professional or employer may tell contacts to quarantine themselves
    - No public notification is required
- If you have a **confirmed or suspected case of COVID-19** (as identified by a healthcare provider)
  - Follow [CDC guidelines](#)
  - For contact tracing, report your case to [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu) – the identity of a person with COVID-19 will be kept confidential

### Routine Cleaning & Disinfection

- Campus facilities will increase the frequency of cleaning and disinfecting horizontal surfaces and high-touch points in areas of high public traffic
- Campus facilities will make available EPA certified, non-hazardous chemical disinfectant for employees to disinfect their workspaces, before and after campus activity
  - Faculty and staff are encouraged to disinfect the horizontal surfaces and high-touch points in the classroom or laboratory, before and after class activity
  - Employees given access, shall not permit access to these products by students or people of the general public

### Trainings

- Seattle Colleges Health and Safety team will prepare trainings, procedures, and safety protocols for:
  - Door monitors – including temperature check precautions and procedures (where implemented); only designated and trained individuals are permitted to conduct temperature checks
  - Social Distance Monitors
  - Campus COVID-19 Supervisors
  - COVID-19 Information Sessions (as described in the following section)
  - Student COVID-19 Safety Requirements (preliminary and weekly – as described in the following section)

### Washington State Phase 1 - Requirements to appear on campus

- All programs, departments, and employees that are able to work via remote modalities must continue to do so – on-campus activities must be pre-arranged, by appointment only and tracked using:
  - The [Student Campus Access Form](#) or
  - The [Staff Campus Access Form](#)

- Building access will not be open to public and be limited to one or a few doors
  - **Door Monitors** will screen entrants using the [Daily Symptom Checklist](#) – any individual who answers yes to the questions will be asked to leave campus and return to home
  - **Social Distance Monitors** will review public areas (particularly where lines may form) for compliance with the Safety Plan and remind people about good hand-hygiene and respiratory etiquette
  - Campus designated **COVID-19 Supervisors** must be available, at all times during work and class activities – to monitor and enforce requirements of the Infection Control Program. They have the authority to stop work for immediate health and safety considerations or noncompliance to the Safety Plan
- Social Distancing Strategies (as many as possible) must be implemented in all areas, by everyone, at all times. See social distance strategies categorized by various campus area types, available in [Appendix A](#) of the Infection Control Program.
- Where lines may form, floors will be demarcated to indicate a minimum 6-foot separation between each queued individual and a translucent barrier type construct will be setup between where employees will interface queues
- Certain “choke points” have been identified and access will be limited by social distance monitors to reduce the gathering in those spaces to less than 10 people at any one time (6-foot separation must still be maintained) – examples include, certain on-campus student services activities (financial aid, cashiering, and registration), equipment exchange areas, and/or limited computer lab access (access permitted by appointment, only)
- Per Washington State Mandate:
  - A select set of programs are permitted by Washington State to return to face-to-face instruction, based on regulatory or accreditation requirements of essential workforces, only. Before returning to on-campus instruction (and to request permission), instructors must fill out the [Return to Classroom Instruction Health and Safety Plan Form](#)

- Individual programs and departments are responsible for ensuring availability of appropriate PPE, as applicable to the normal hazards associated with the workplace or task (e.g. n95 masks for dust generating activities, as outlined in the task-specific Job Hazard Analysis)
- PPE that corresponds to infection control is designated based on the employee's exposure risk category, according to evaluation conducted in the [Employee Exposure Risk Assessment](#). A district wide collaboration effort and inventory is being maintained to ensure that all campuses have available supply of required PPE for infection control – see the [Contingency Plan \(Appendix C\)](#) if availability runs out and procurement of additional materials is not feasible.
- Before coming to campus, students, faculty, and staff must review the [Daily Symptoms Checklist](#) – any individual who answers yes to the questions should not come to campus
- At all times while on campus, all individuals must **maintain 6 feet of distance** from other people and **wear a face covering** that fully encompasses the nose and mouth
  - See what the Surgeon General says about [how to make your own cloth face covering](#)
  - Non-medical grade, disposable mask can be reused as an infection control device – follow guidelines on [how to clean your face covering](#) after every use
  - Always wash your hands after putting-on, taking-off, or adjusting the covering
- All employees must view the [1 hour COVID-19 Information Session](#) prepared by Seattle Colleges Health and Safety team
  - Employees may register for a [Zoom meeting presentations](#) of this training, followed by a ½ hour question and answer session that will be offered
  - Employees may view a recording of this training, on their own schedule, and email questions to [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu) – available via [Canvas](#).
- The Health and Safety team will prepare a video presentation for instructors to either present on the first-day of onsite classes or beforehand via Canvas.
  - attendance will be communicated verbally and the instructor will sign in each attendee
  - a weekly update and review of safety requirements will be available for instructors to additionally present

### Facilities Department – Requirements to Operate

Building maintenance, grounds crew, custodians, and mailroom staff may commence work, to ensure the continued operation of an essential utility or infrastructure. Some work can and should be postponed such as planned expansions, non-critical routine maintenance, and non-critical capital improvement projects. Other work cannot be postponed, such as restoring water, wastewater or electrical service, repair or maintenance of critical infrastructure and equipment, and emergency repairs.

- All work should be completed alone, where possible, or conducted to allow the crew to maintain 6-feet apart
- Work that requires more than one person in close proximity may still need to be conducted but only for safety reasons
- Keep workers on the same shifts to limit the number of different people in which they interact
- Ensure maintenance or work crews that must have close interactions are as small as possible
- Keep crews together to reduce the exposure of each worker
- Conduct morning huddles or safety meetings over the phone or by video conferencing instead of in-person
- Have workers use separate vehicles as much as possible to limit the time they are in close contact with each other
- Limit close interactions and activities to less than 10 minutes, if possible
- All employees, contractors, suppliers, customers and visitors entering the campus must be provided a copy of the [Daily Symptoms Checklist](#) with instruction that they are to return home if they answer yes to any of the questions on that list

### Facility Construction Activities – Requirements to Operate

- All construction activities to be conducted on campus, whether by facility employees, contractors, or construction trade education programs must comply with the requirements set forth in the Washington State Governor's [Phase 1 Construction Restart Plan](#).
- A daily attendance log of all workers and visitors must be kept and a copy provided to leadership of the department responsible for contracting the work and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

- Prior to commencing work all contractors are required to develop and post at each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan as outlined in the [Governor’s construction restart plan](#). A copy of the contractor’s plan must be provided to the H&S team of Seattle Colleges and must be available on each job site during any construction activities for inspection by state and local authorities.
- Contractors must post at each job site written notice on the Phase 1 work that will be performed at that job site and signed commitment to adhere to the requirements listed in the Governor’s construction restart plan.

### Construction Trade Instructional Programs – Requirements to Operate

- In order for a construction trade program to qualify for exemption to suspension of in-person classes, that program must develop their own version of comprehensive COVID-19 exposure control, mitigation, and recovery plan as outlined in the [Governor’s construction restart plan](#). Departments are encouraged to utilize materials provided in this district-wide Infection Control Program but must account for particular hazards related to the activities conducted in that program or trade. The District H&S team are available as a consulting resource for this effort and will review prepared plans before suspension of in-person classes are permitted.

### Social distancing for construction activities

Social distancing for construction activities include the following, whether by facility employees, contractors, or construction trade education programs:

- At least 6 feet of separation must be maintained by every person on the worksite at all times
- Gatherings of any size must be precluded by taking breaks and lunch in shifts
- Any time two or more persons must meet, ensure minimum 6 feet of separation
- Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained
- Minimize interactions when picking up or delivering equipment or materials; ensure minimum 6-foot separation

- To the extent practical allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the project, then at a minimum all trades and subcontractors must maintain social distancing policies in accordance with the Governor's construction restart plan.

#### PPE for construction activities

PPE for construction activities must be provided by the employer. All Seattle College employees and students conducting construction activities must be provided PPE, as appropriate or required, for the hazard associated with the activity being performed (e.g. L&I required PPE for dust generating activities).

- In accordance with the [Governor's construction restart plan](#), all Seattle College employees and students conducting construction activities must wear gloves and eye protection at all times while on construction worksite. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Masks must be provided and worn in accordance with Washington State DOH and L&I guidance
- If appropriate PPE cannot be provided, the worksite must be shut down
- The considerations for use of masks for infection control, as discussed in the Employee Exposure Risk Assessment section of this program, are written in accordance with the Washington State DOH and L&I guidance. References include:
  - <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>
  - <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf> and
  - <https://www.osha.gov/Publications/OSHA3990.pdf>

## Campus COVID-19 Confirmed Case Response Plan

Seattle Colleges' has developed an [Incident Action Plan \(Appendix B\)](#) for the situation that a confirmed COVID-19 patient is known to have occupied a building and/or interacted directly (within less than 6 feet) with college employees or students, within 2 days of the onset of symptoms.

In the event that an individual is confirmed to be infected with COVID-19 and attended on-campus activities during the potentially contagious period of time, the campus should be informed of the potential exposure event by emailing [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu). Campus leadership will utilize the contact tracing records to establish potential direct contact interactions. Identifying details about the confirmed patient must be kept confidential, while the individuals identified as potentially exposed will be:

- Informed that they may have come into contact with a confirmed patient
- Advised to quarantine for 14 days for the last point of contact with the patient
- Provided a copy of the [Daily Symptoms Checklist](#) and advised to self-monitor for symptoms, while quarantined

In order to account for potential cross contamination, a campus specific Disinfection Response Team (DRT) will clean and disinfect all potentially contaminated spaces within the reported occupied building(s). The campus designated members of the DRT and will be trained and ready to activate, when given notice.

In the event that the latest time of campus appearance by the confirmed patient was:

- **less than 72 hours** prior to DRT activation, the building should be shut-down, and occupancy by any public, employee, or students must be prohibited. In such a case, the DRT should wait for 24 hours before entering the building for disinfection activity, which allows time for aerosolized particles to settle out of the air and significant reduction of virulence (strength or potency to cause disease)
- **more than 72 hours** prior to DRT activation, the building should be shut-down, for the duration of disinfection response activity (shutdown response time will vary with building size and DRT practice but should be predictable based on observations during routine disinfection activities within that building)

This disinfection response plan will not be activated without a confirmed, positive diagnosis. That is not to say that no action will be taken for suspected cases or to account for the possibility of an asymptomatic carrier, as routine disinfection activities, social distancing measures, and other infection control strategies are anticipated to effectively offer good infection control for other building occupants and activities.



Any additional considerations for extended or multi-building closure for disinfection response should be evaluated, on a case-by-case basis, by the Campus' Emergency Response Team using the [CDC's Decision Tree](#) for guidance in evaluating an on-campus confirmed COVID-19 case.

## Resources

CDC, 2020a. *Interim Guidance for Administrators of U.S. Institutions of Higher Education*. Centers for Disease Control and Prevention (CDC). CS 316111-A. Mar 23, 2020. Available at:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-administrators-college-higher-education.pdf>. Accessed Apr 1, 2020.

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# Appendix A

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Strategies for Building Access

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Strategies for Break Areas and Conference Rooms

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## Strategies for Building Access

- Control the number of people arriving to campus by strongly discouraging unnecessary on-campus activity (activities that could otherwise be conducted online)
- Limit building access to a single or few doors and assign a door monitor to, before allowing entrance:
  - Provide a cloth face covering to any person that arrives without one
  - Handout the [Daily Symptoms Checklist](#) and ask that people go home if they can answer yes to any of the questions on the list and follow the [decision tree for wellness screening](#)
- Place alcohol-based hand sanitizer stations at the entrance to the building and remind people to wash their hands with soap and water, as they exit
- In areas where lines may form:
  - Place dividers or floor markings to distinguish appropriate spacing for people in queue and in front of service counters
  - Use barriers that block sneezes and coughs to place in front of the employee interfacing with the queue
- Designate one or more employee(s) as a “physical or social distance monitor” — similar to a safety monitor – to ensure social distancing practices are consistently followed (it is not recommended that Security be used for this activity; rather utilize resource staff whose positions have not been allowed to return to campus but have no ability to work remotely; for example, food service staff who will not be active in [Phase 1](#) of the Return-to-School and Work Plan but could use the work hours)
- Prioritize measures that remove the necessity for direct public interaction by employees at higher-risk for severe illness from COVID-19 – seek counsel with the H&S team in individual cases where creative distancing measures are difficult to establish



## Strategies for Classrooms & Office Areas

- Stagger class and work schedules so workers don't crowd when they arrive and leave work
- Move workstations farther apart by removing every other chair so that people aren't encouraged to sit too close
- Remind people to wash their hands with soap and water before they arrive and as they exit
- On a daily basis, review with students the [Daily Symptoms Checklist](#) and remind people to stay home when they are exhibiting symptoms
- Ask any visibly sick person to go home
- Encourage and remind people to wear cloth face coverings to prevent spreading of their germs and to remain two-arms' lengths away from each other at all times – (Phase 1 requires both)
- Consider strategies to prevent students from placing backpacks and personal items on the floor
- A non-hazardous chemical disinfectant will be made available to disinfect the horizontal surfaces and high-touch points before and after each class session. Follow the Classroom Disinfection Procedures and training provided in the *COVID-19 Employee Information Session*. Note: this is not routine cleaning and disinfection activities that custodial staff will be conducting but additional supplement for frequent disinfection of high-touch surfaces in public areas, as needed to control the spread of infection for COVID-19
- Periodically disinfect workstations throughout the day



## Strategies for Computer Labs & Libraries

- Designate one or more employee(s) as a “physical or social distance monitor” for the space
- Control the number of people entering the space to no more than 10 people at a time
- Reduce the number of workstations in use at a given time. In the computer lab, turn off every other computer station and remove the corresponding chairs
- Disinfect computer work stations between each use – following disinfection of electronics description in the [Area Disinfection Procedures](#)
- Place alcohol-based hand sanitizer stations at the public entrance to the space and remind people to wash their hands with soap and water, as they exit
- Encourage and remind people to wear cloth face coverings to prevent spreading of their germs and to remain two-arms’ lengths away from each other at all times
- Make provisions to prevent close contact between people when transferring items, tools, or materials. For example, require one-at-a-time access at designated (preferably outdoor) drop-off/pick-up points. Follow [Equipment Receiving & Disinfection SOP](#) to prevent cross-contamination and the spread of germs
- Discourage students from sitting too close by removing every other chair and turn off the corresponding computers for every other work station



## Strategies for Registration, Financial Aid, and Cashiering offices

- Designate one or more employee(s) as a “physical or social distance monitor” — similar to a safety monitor – to ensure social distancing practices are consistently followed
- Place alcohol-based hand sanitizer stations at the public entrance to the space and remind people to wash their hands with soap and water, as they exit
- Control the number of people entering the space to no more than 10 people at a time – don’t mix groups. Wait until all 10 people have exited the space before allowing entry by a new group – this may require the need to schedule access by appointment, only
- Reduce in-person visits with students and public
  - Promote and prioritize the use of email, electronic, and online services
  - Limit on-campus, face-to-face interactions to prescheduled appointments, only
  - When the appointment is made, provide a copy the [Daily Symptoms Checklist](#) and instruct them not to come to campus if they are exhibiting any symptoms
- Encourage students and employees to wear cloth face coverings in public settings where social distancing measures may be difficult to maintain
- In areas where lines may form:
  - take measures to ready individuals in the queue that reduce the time for face-to-face interaction with the employee interfacing with the queue
  - Schedule (every 30 minutes) frequent breaks for and remind employees to wash their hands with soap and water – while on break, disinfect the horizontal surfaces and high-touch points of their work station
- Make provisions to prevent close contact between people when transferring items, tools, or materials. For example, require one-at-a-time access at designated (preferably outdoor) drop-off/pick-up points. Follow [Equipment Receiving & Disinfection SOP](#) to prevent cross-contamination and the spread of germs





## Strategies for Break Areas and Conference Rooms

- Set up outdoor conference and break areas to accommodate social distancing; for example, ensure shaded break areas are large enough to allow a minimum distance of 6 feet between people
- Hold gatherings in larger spaces, where workers can readily spread out
- Utilize virtual online meetings and instant messaging instead of in-person meetings, particularly for groups larger than 10 people
- Limit occupancy based on the size and layout of the room and facilitate appropriate distancing by providing a limited number of chairs and spread them out – post signs at the entrance of the space that state the occupancy limit
- Do not stage hand sanitizer in areas where people can have reasonable access to a sink/soap – ensure adequate supply of soap and paper towels
- Post signs above the location of sinks that remind people to wash their hands for 20 seconds
- Facilities teams are expected to disinfect these areas, several times during a shift

## Strategies for Dining & Food Service Areas

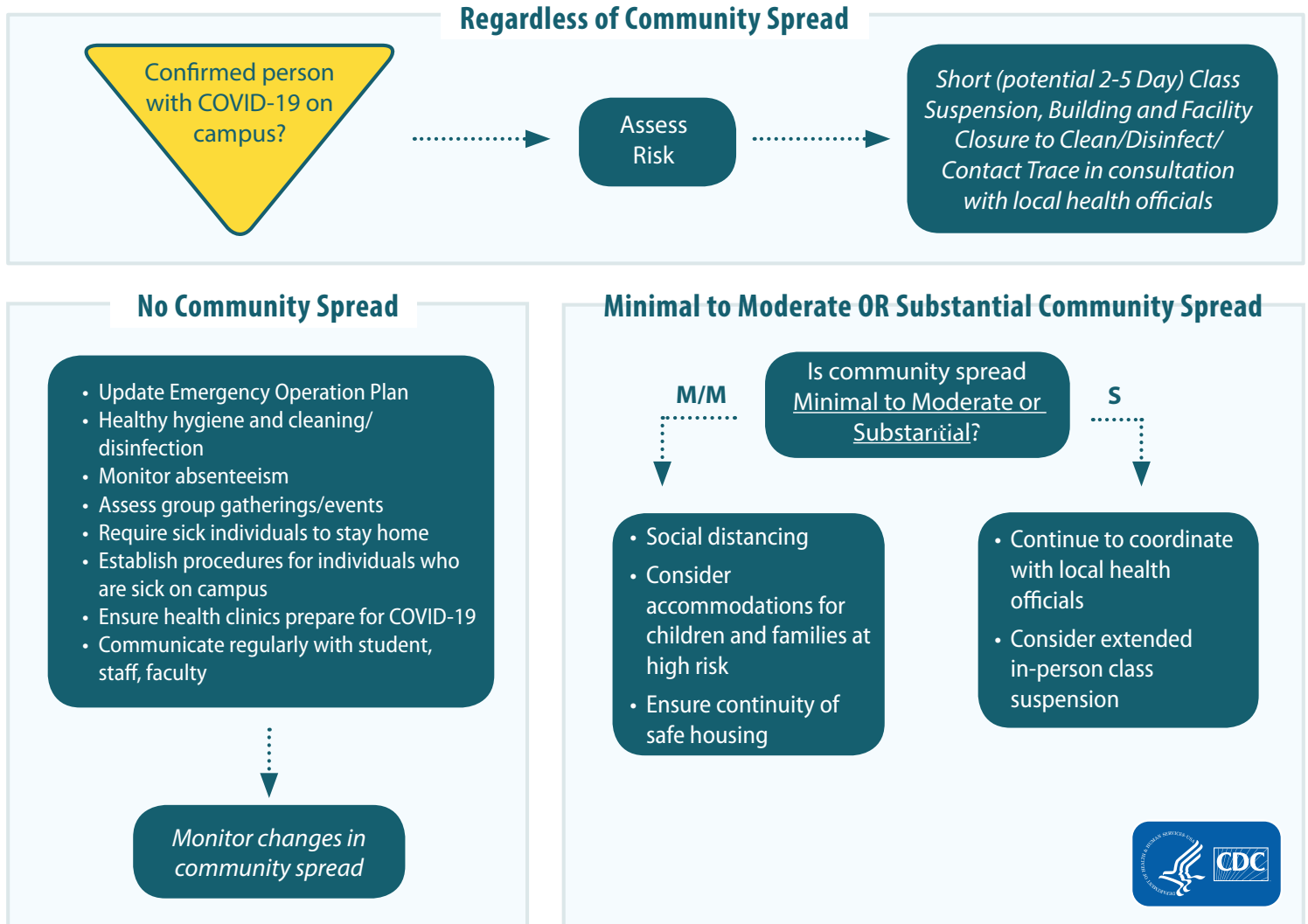
|-----This section will be developed for [Phase 2 of the Return to School and Work Plan](#) -----|

# Appendix B

## Response to an on-campus confirmed case of COVID-19

Seattle Colleges has planned for COVID-19 outbreaks in their local communities and prepared for individual exposure events that may occur on campus at any local level of community transmission. For example, a case associated with travel at times of limited-to-no community spread. The following decision tree can be used to help Executive Leadership to determine which set of mitigation strategies may be most appropriate for their current situation.

### Decision Tree - Guidance for a Confirmed COVID Case



### When a confirmed case has been on campus, regardless of community transmission

Any IHE in any community might need to implement short-term building closure procedures regardless of community spread **if an infected person has been on campus**. If this happens, CDC recommends the following procedures, regardless of level of community spread. Refer to the COVID-19 Incident Action Plan.

## *Area Disinfection Procedures for Novel coronavirus (COVID-19)*

Prepared March 8, 2020 by Christel Olsen EHS

The Novel coronavirus (SARS-CoV-2) is a pathogen that causes the “coronavirus disease 2019” (COVID-19). This disease manifests in varying ways and may range from mild respiratory or flu like symptoms to severe acute respiratory syndrome, and possible organ failure with subsequent death.

This virus is spread from one person to another by close contact due to respiratory droplets produced when an infected person speaks, coughs, or sneezes<sup>1</sup>. For more information view this video developed by the World Health Organization: <https://youtu.be/1APwq1df6Mw>.

The best way to break the chain of infection for this virus is for all persons (healthy or sick) to follow infection control procedures to prevent the virus from entering the body of healthy individuals. This includes

- Follow **good respiratory etiquette** (cough or sneeze into a tissue or the elbow and in the opposite direction of other individuals then immediately discard the tissue and wash hands).
- Frequently practice **hand hygiene** procedures – such as, washing hands with soap and warm water for no less than 20 seconds each time; avoid touching the face; avoid directly handling food (one should wash hands before eating/drinking/smoking -even before applying makeup or chapstick- and always use clean utensils or wrappers as a barrier between hands and food).
- If ill, individuals should **self-quarantine** for up to 72 hours after symptoms subside or 7 days from onset, whichever is longer.
- Maintain **social distance** – this is for areas experiencing “community spread” of the virus, to take measures to decrease frequency of close interactions (within 6 ft) with persons of the general public reduce the chance of inadvertent spread from persons unknown to be contagious. Other examples include avoiding crowded gatherings or high-trafficked areas.

Respiratory droplet transmission does not mean that the virus is airborne; it means that the virus mode of transmission is through liquid droplets spattered from a person’s mouth, which either comes into contact with a person or horizontal surface within 3 – 6 ft of the infected individual. It is not yet certain how long the coronavirus can survive on inanimate objects. Studies suggest that coronaviruses may persist on surfaces between a few hours or up to several days, depending on different conditions (e.g. type of surface and temperature or humidity of the environment)<sup>2</sup>.

In the event that a surface is unknown to be contaminated and an unsuspecting individual comes into contact with that surface, the mode of transmission would be from hands-to-mouth as the person’s hands pick up the pathogen from a contaminated surface and carry the virus to the mouth or mucous membranes of the eyes/nose. For this reason, Seattle Colleges is being proactive to increase the frequency of disinfecting what is known as “high-touch objects” and conduct area disinfection of all community spaces that may potentially be exposed due to high public traffic.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

<sup>2</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

## *Area Disinfection Procedures for Novel coronavirus (COVID-19)*

Prepared March 8, 2020 by Christel Olsen EHS

Seattle Colleges is actively working to clean and disinfect ALL horizontal surfaces, examples are listed below.

**High-touch Objects** – disinfected by first washing grime and debris from the surface then liberally spraying chemical disinfectant onto the surface. Do not wipe off the disinfectant; instead allow the object to air dry. Examples of high touch surfaces in schools include:

- Drinking fountains
- Doorknobs
- Stairway handrails
- Tabletops
- Chair arms
- Chair backs where persons would grab to pull out the chair
- Front desk platforms
- Handles (refrigerator, microwave) in breakroom areas

Some high-touch objects are **electronic** in nature and should not be saturated with liquid chemicals. For disinfection of the following type equipment, liberally apply chemical disinfectant to a rag and thoroughly wet the surface with the wetted rag. Allow the object to air dry.

- Elevator buttons
- Light switches
- Computer mouse
- Keyboards
- Remote controls
- Point of sale areas (i.e. credit card machines)
- DO NOT disinfect computer monitors – these are not considered high-touch and may be damaged by chemical disinfectants

The following procedure outlines the disinfection activities for a disinfection team to clean an area based on a presumed contamination event of unknown location. All high touch objects are to be frequently and repeatedly (multiple times a day) disinfected particularly for community common areas and front desk platforms.

See also Infection Control Plan

- *Area Disinfection Procedures for Public Restrooms*
- *Area Disinfection Procedures for Plush Surfaces*

## *Area Disinfection Procedures for Novel coronavirus (COVID-19)*

Prepared March 8, 2020 by Christel Olsen EHS

### Area Disinfection by Janitorial Disinfection Team

This procedure is designed as a team approach to effectively and efficiently disinfect a room when campus wide disinfection efforts are underway. Teams should be assembled with 2-3 persons but no more than 4 individuals. Steps are carried out in line as one individual moves through an area to conduct the first step and followed by a second individual moving through the area with the follow-up step. Where possible, open doors and windows while cleaning to keep the area well ventilated.

It is recommended that the members of the disinfection team be advised to bring a spare change of clothes and change before traveling away from work. N-95 face mask and eyeglasses should be made available to all members of the disinfection team but are not required. It is estimated that 30-minute evacuation time (before disinfection procedures take place) would allow aerosolized droplets to evaporate and/or cascade from the air to horizontal surfaces.

### Supplies per Team

- Bucket of hot water and soap – water must be changed out between each room
- Squeegee
- Scrubbing pad
- Gloves
  - Chemical resistant gloves (for persons conducting step 2)
  - Shop-grade nitrile gloves (appropriately fitting for all team members)
- Disinfectant spray bottle (per person)<sup>3</sup>
- 4 -6 rags per room – do not use the same rage from one room to the next
- Mop bucket/mop
- Banana cart & roll of trash bags

### Area Cleaning & Disinfection

Assign each team member a step-in sequence until all steps are complete. Pay attention not to cluster in groups but keep a working distance (3-6 ft) from other team members.

1. Open doors and window, where possible. Clear trash and debris from areas in a manner that prepares all horizontal surfaces for cleaning in step 2
2. Using hot soapy water (scrubbing pad, if needed) wash all horizontal surfaces (tabletops, countertops, and chair seats if not upholstered), doorknobs and dirty areas around the trash receptacle – include any areas of visible grime
3. Follow the team member of step 2 and dry washed surfaces using squeegee and/or a drying rag
4. Follow the team member of step 3 and liberally spray disinfectant to all recently cleaned surfaces (not electronics). Spray approximately 1-2 ft above the surface and thoroughly wet the entire surface. DO NOT wipe off the disinfectant, instead allow the object to air dry.

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<sup>3</sup> First, verify with EHS that the actual chemical disinfectant to be used is known to be effective to denature SARS-CoV-2

## *Area Disinfection Procedures for Novel coronavirus (COVID-19)*

Prepared March 8, 2020 by Christel Olsen EHS

5. Disinfect all high-touch objects of the room by liberally apply chemical disinfectant to a rag and thoroughly wet the surface with the wetted rag. Allow the object to air dry.
  - Chair arms
  - Chair backs where persons would grab to pull out the chair
  - Handles (refrigerator, microwave) in breakroom areas
  - Light switches
  - Computer mouse
  - Remote controls
  - Keyboards
  - DO NOT disinfect computer monitors – these are not considered high-touch and may be damage by chemical disinfectants
6. (This step may be omitted as a nonessential task but is recommended to keep up with the interrupted tasks routinely conducted by janitorial staff.) Follow trash handling procedures to empty all trash cans then clean and disinfect the trash receptacle. Disinfect the previously washed areas around trash receptacles. Follow wet-mop procedures floor.

### **BEFORE MOVING TO A NEW AREA**

- Collect dirty rags
- Straighten chairs and return disturbed items to their original location
- Close doors and turn off lights
- Remove and dispose of gloves – immediately wash hands

Keep an **itemized list** of all room numbers and dates of area disinfection. While cleaning, pay particular attention to note where fabric surfaces are (excluding carpet and drapes), which could be contaminated but would be damaged by chemical disinfectants. Request a follow-up on disinfection procedures for plush surfaces. Share that list with EHS before end-of-day.

**WHILE TRAVELING FROM ONE AREA TO THE NEXT** - Disinfect all high-touch objects as you pass them by liberally applying chemical disinfectant to a rag and thoroughly wetting the surface with the wetted rag. Allow the object to air dry. Examples of high-touch objects include:

- Elevator buttons
- Light switches
- Doorknobs and handles
- Stairway handrails
- Drinking fountains – For this item, liberally spray disinfectant approximately 1-2 ft above the surface and thoroughly wet the entire surface. Wait 1 minute for thorough contact time and then wipe the surface dry with an unused clean rag.



# Infection Control Plan

## *Classroom Disinfection Procedures*

Prepared May 12, 2020 by Michelle Valint OSH

The best way to break the chain of infection for this virus is for all persons (healthy or sick) to follow infection control procedures to prevent the virus from spreading from person-to-person. This includes:

- **Follow good respiratory etiquette** – cough or sneeze into a tissue or the elbow and in the opposite direction of other individuals then immediately discard the tissue and wash hands.
- **Frequently practice hand hygiene** – including washing hands with soap and warm water for at least 20 seconds each time; avoid touching the face; avoid directly handling food; always wash hands before eating/drinking/smoking; even before applying makeup; and always use clean utensils or wrappers as a barrier between hands and food.
- **Maintain social distance** – take measures to decrease frequency of close interactions (within 6 feet) with persons of the general public and reduce the chance of inadvertent spread from asymptomatic individuals. Avoid crowded gatherings areas with high foot-traffic.

To reduce the potential opportunity for the virus to spread through contaminated surfaces, Seattle Colleges will provide non-hazardous chemical disinfectant to faculty and staff to disinfect the horizontal surfaces and high-touch points within the classroom or workspace before and after daily activities. Employees should guide students and visitors to help in limiting cross-contamination by asking them keep all bags and personal belongings off the floor to avoid soiling and asking them to clean and clear their workspace prior to leaving for the day.

Everyone should be reminded to wash their hands before and after class/work. Pay attention to all high-touch surface areas that you or your students/visitors come into contact with during the day, including desktops, chairs, computers, laptops and peripherals, door knobs and light switches and focus the end-of-class disinfection on these points of contact. Doing so helps to ensure that when you return to class the following day it is safe for you and your students.

This is not a required activity for faculty/staff but a strongly encouraged activity. If you choose not to conduct these activities, please inform the health and safety team so we can accommodate supplemental disinfection strategies (email [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu)).

Supplies necessary for disinfection of classrooms and personal workspaces include:

- Non-hazardous chemical disinfectant - EPA approved to target the novel coronavirus
- Paper towels

Steps to follow:

1. Clear-off and liberally wet the horizontal surface with chemical disinfectant
2. Wipe down entire surface area and thoroughly dry with a paper towel
3. Thoroughly wet the surface, again, with the chemical disinfectant
4. Allow disinfectant to air dry; do not wipe off

Safety Alerts

- DO NOT work with hazardous chemicals without proper Hazard Communication training (OSHA 29CFR 1910.1200) conducted by an authorized representative of Seattle Colleges – the disinfectant designated for supply to non-custodial employees must be non-hazardous; do not use if the label states otherwise
- DO NOT allow access to the chemical disinfectant products by students or people of the general public

# Attachments



**If your answer is yes for any of the following questions**, please go home and contact your physician or your local novel coronavirus call center at **206-477-3977**. Please stay home and do not return to school/work until 3 days after your fever is gone and symptoms have improved, or 7 days after initial onset of symptoms, whichever is longer.

A new fever (100.4 °F or higher) or a sense of having a fever?  yes  no

A new cough that you cannot attribute to another health condition?  yes  no

New shortness of breath that you cannot attribute to another health condition  yes  no

A new sore throat that you cannot attribute to another health condition?  yes  no

New muscle aches (myalgias) you cannot attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?  yes  no

Have you been in direct contact with a **confirmed COVID-19 patient** within the last 14-days  yes  no

If yes to direct contact with a confirmed COVID-19 patient, please go home and isolate yourself for 14 days from your last contact with the COVID-19 patient. After that time, if the above symptoms do not arise, you may reappear to school/work.

For **general concerns and questions** about COVID-19, call the Washington State Novel Coronavirus Call Center at 800-525-0127.

### When to Seek Medical Attention

If you have any of these emergency warning signs\* for COVID-19 get medical attention immediately:

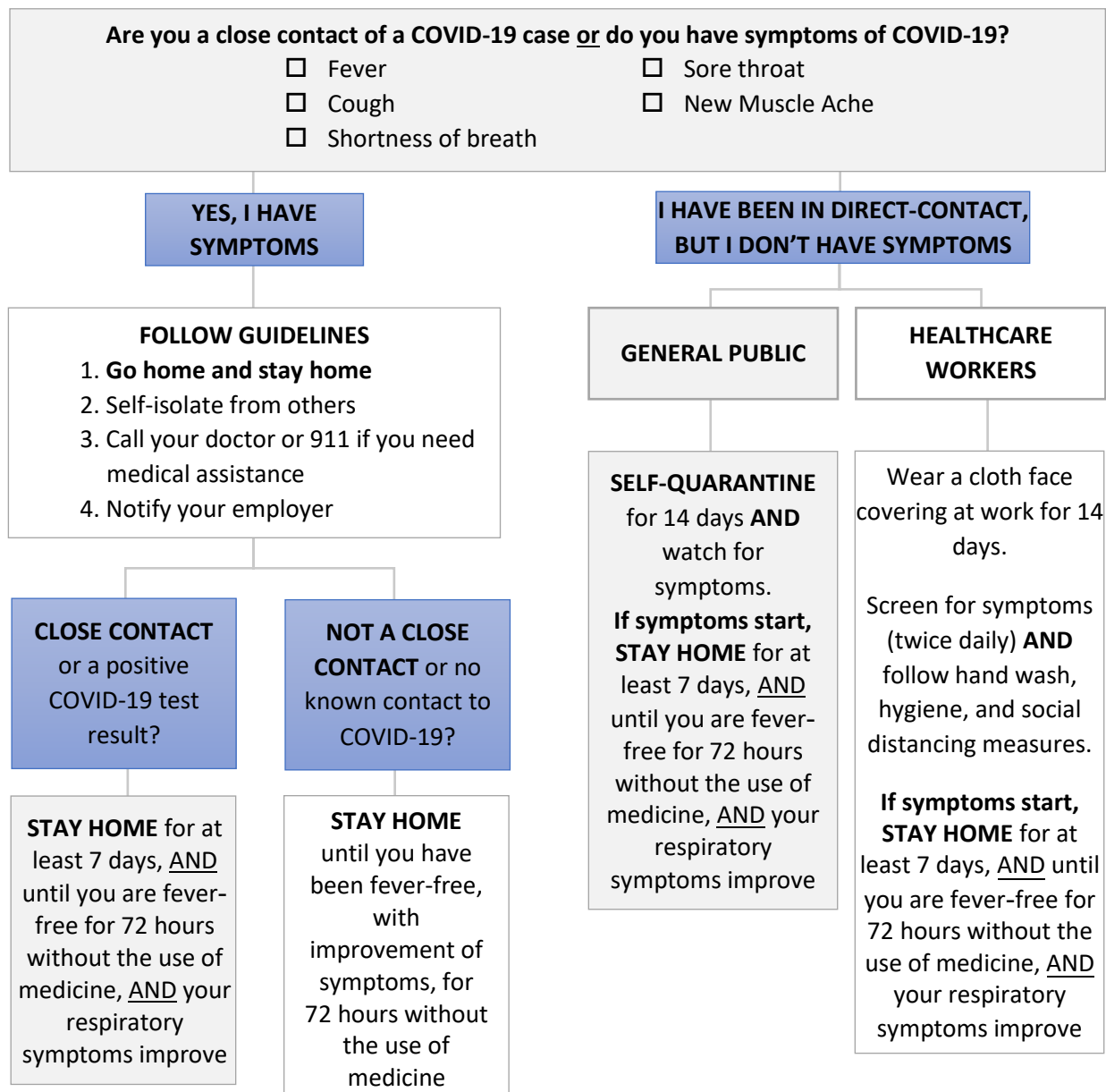
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

**Call 9-1-1** if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

This is not a diagnostic tool – it is a wellness screening tool to increase awareness of COVID-19 signs and symptoms. Based on the Washington State DOH *Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic*

# Guidance Decision Tree for COVID-19



## COVID-19 ICP Form - Return to Campus Health and Safety Plan

<b>Department:</b>
<b>Department Contact or Instructor:</b>
<b>Quarter:</b>
<b>Program Instructional Dean:</b>
<b>Instructional Health and Safety Leads:</b> North Seattle College: John Lederer, Executive Dean-Career/Workforce Education Seattle Central College: South Seattle College:

Before completing this form, please review the [SBCTC guidelines](#) for in-person instruction in Phase 1 established by the SBCTC in collaboration with DOH and other state agencies. Key points to consider:

- No instruction can occur during Phase 1 that involves direct student-to-student contact, such as drawing blood or swabbing throats.
- All students must receive safety training prior to the start of on-campus instruction.
- All students must check-in and report their temperature prior to entering the classroom.
- Students and employees must always maintain 6-foot social distancing.
- Employees and students must always wear face covering when on campus, and additional PPE as appropriate.
- Employees and staff must regularly wash hands with soap and water during instruction.
- Frequently touched equipment and surfaces should be disinfected during class, as needed.

### Course Identification and Justification for In-Person Instruction

**Courses, Classrooms, Labs, and Facilities**– *Please list the courses that need to resume limited in-person instruction in the quarter and the faculty, staff, and teaching assistants associated with each course who will be involved in in-person instruction. Also list the room numbers of the classrooms and labs being used as well as the days and times they will be occupied for each of the courses. Only list courses that contain course material that cannot be provided except by face to face instruction and/or access to lab equipment.*

Please fill in the spreadsheet found in the appropriate college links below. Complete one row for each course seeking campus access.

[North Seattle College](#)

[Seattle Central College](#)

[South Seattle College](#)

## COVID-19 ICP Form - Return to Campus Health and Safety Plan

**Justification for the Need for In-Person Instruction** – Please be sure to 1. Describe the need for in-person instruction, 2. Explain why the course material cannot be adapted to be delivered remotely or in an online format and 3) Indicate what students will be doing in each course that requires in-person instruction.

**Current Adaptations** – Please describe how these classes have currently been adapted to reduce in-person instruction to the absolute minimum number of hours needed to meet course learning objectives and industry certification standards. Could any of these current adaptations continue? If so, which ones?

### Health and Safety/Infection Control Plan

**Social Distancing** – Public Health Officials have made the following social distancing guidelines: Individuals keep a 6ft distance from one another, sit or stand in the same direction, and limit the number of people in the room to under 10 (i.e., 9 or fewer people, including the instructor/s). (ICP Appendix A). No direct student-to-student contact is permitted.

Strategies to meet these guidelines in an instructional environment might include restricting the number of students to a minimum allowed in the lab at a given time, rearranging the lab to provide more space between stations, holding class in a larger classroom to accommodate social distancing, making provisions to prevent close contact between people when transferring items, tools, or materials, and designating a social distance monitor to ensure adherence to class procedures for social distancing.

How will your program adapt your classrooms and labs to meet these guidelines?

## COVID-19 ICP Form - Return to Campus Health and Safety Plan

**Symptom Awareness and Absence Policies** – Public Health Officials warn that individuals experiencing any of the symptoms on the [daily symptoms checklist](#) should stay home and not enter public spaces for 14 days. Faculty, staff, and students experiencing these symptoms should not come to campus and should self-isolate at home. This message needs to be communicated before students show up for class (so those experiencing symptoms stay home) and restated as reminder at the beginning of each class. Additionally, absence policies should be relaxed for students experiencing Covid-like symptoms (ICP - Absenteeism Section).

How will the program ensure that all students have received the required safety training prior to the first session of the class (note that the method for making that training available to students is still being determined)? How will the message regarding staying home if you have symptoms be communicated to students? How will students' health conditions be assessed upon class entry? How will attendance and make-up policies be adapted to accommodate students who must self-isolate? Please be specific. Note: your campus may be setting up a check-in system where some of this information is provided and student health is screened, but it would be the responsibility of the instructor to ensure that all students entering the classroom have been checked in/screened.

**Cleaning and Disinfection of Surfaces and Equipment** – Public Health Officials recommend frequent handwashing (every 30-60 minutes in a work environment), the use of alcohol-based hand sanitizer (when hand washing is not available), and frequent supplemental disinfection of high touch points, workstations, surfaces and equipment, and limiting the touching of surfaces and sharing of equipment to reduce the spread of infection. How will these classes be adapted to meet these guidelines?

Note: The college will provide disinfection spray bottles and rags for cleaning purposes. Custodial staff will clean rooms after use at the end of the day. Supplemental disinfection should follow a spray-wipe-spray procedure as described [in the Classroom Disinfection Procedures](#).

## COVID-19 ICP Form - Return to Campus Health and Safety Plan

**Personal Protective Equipment (PPE)** – *The State of Washington requires that during Phase 1 students and employees on campus wear face coverings while on campus (ICP pg 29). In Phase 1, we are asking that all individuals in the classroom wear a covering over their nose and mouth and we are working to procure disposable masks for students and staff. What additional PPE, if any, will be used in the classroom? How will the proper use of PPE by students be monitored?*

*If departmental PPE will be provided to students, what PPE will be provided, what measures will be in place to ensure that it is properly worn, removed, cleaned, and/or stored/ disposed of, as applicable, to avoid contamination of self, others, or the environment?*

Note: Students are asked to bring their own face covering, but they will be provided with disposable face masks if they do not have one.

### Communication and Resources

**Interdepartmental and Intradepartmental Communications Strategies** – *What other departments or department faculty will be using the same classroom or lab space? (You may need to reach out to other departments to adequately answer this question.) How will you coordinate the above activities with other departments or among department faculty that use the same classroom or lab spaces? If strategies need to be adapted to changing circumstances, how will these changes be communicated effectively to all faculty and staff members in your department or other departments?*

**Resources and Support Needed** – *Are there additional resources that your department needs in order to be able to implement the above strategies such as supplies (e.g., sanitizers, PPE, etc.) and/or support staff?*