

In addition to following standard infection control measures (to maintain social-distance, practice hand & respiratory hygiene, wearing a mask, and keeping air fresh) all



campus occupants are to pass a wellness screening check by answering a few simple wellness questions at bit.ly/covid-student-form and bit.ly/covid-employee-form for students and employees, respectively.

Anyone who experiences COVID-like symptoms or may have been exposed to someone infected with COVID-19 should not come to campus. They will be turned away. Those who do not pass the wellness screening check will need to contact Seattle Colleges' contact-tracing team (directions will be listed in the screening app). These trained public health professionals will assist students, employees, and visitors to be aware of the latest information on isolation or quarantine protocols and declare a safe campus return date.

If any individual develops symptoms while on-campus they should

- Immediately inform your instructor or supervisor and promptly leave. Do not wait until class or the work day ends. Go home, if you do not feel well.
- Take note of the names of any people you may have come into direct-contact (closer than 6 feet) within the past 48 hours before symptoms began.
- Notify Seattle Colleges' contact-tracing team by calling 206-934-5522 or 206-934-3210 (leave a message and await a call-back). They will confidentially assist you on necessary procedures.
- Get tested for COVID-19. [Go here](https://kingcounty.gov/depts/health/covid-19/testing.aspx) to find details on free and local testing center resources: <https://kingcounty.gov/depts/health/covid-19/testing.aspx>.

If an instructor or supervisor is notified of an on-campus illness:

- Direct the individual to immediately return home. If they cannot immediately leave:
 - Separate them from others using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting)
 - Ensure they wear a face covering;
 - Restrict the number of personnel entering isolation area
- Evacuate and shutdown all areas that the individual is known to have occupied.
- **For further direction**, contact your H&S team by calling 206.934.5522 or 206.934.3210 (leave-a-message and wait for call-back).

If an instructor or supervisor is notified that someone has tested positive for COVID-19:

- Do not notify others (including your supervisor or dean) the H&S team and the campus public information office will manage notifications of this kind.
- Promptly notify Seattle Colleges' contact-tracing team by emailing the following information to healthandsafety@seattlecolleges.edu. Contact tracers need the following information to act on your notification about this individual:
 - Name and
 - Phone number or SID

When the H&S team is notified of an on-campus COVID-19 case or illness:

- H&S receives a notification of campus confirmed case
- Contact-tracers activate to review the campus check-in | check-out data, as well as contact and interview the individual. The goal is to determine:
 - A safe campus return date for the individual
 - If there was possibility for an on-campus potential exposure. This depends on
 - if the individual was on-campus during the estimated infectious period
 - if the individual came into direct-contact (closer than 6 feet) with others for a significant period of time (regardless of whether or not masks or PPE were worn) ← Note,
 - simply passing someone in the hallway or entering a room previously occupied by an infected individual does not constitute potential exposure. Also,
 - this information is confidential and will not be disclosed to anyone outside the contact-tracing team.
- The contact-tracing team will work together to promptly complete the following tasks, (as soon as practicable). The team will:
 - Directly, contact and (confidentially) notify any individual identify as one who might have been potentially exposed. They will instruct them to quarantine and get tested. They will not disclose the identity or any details that would help a person deduce the identity of the COVID patient.
 - Determine if any spaces need to be evacuated and/or cleaned and disinfected beyond routine cleaning and disinfection activities already employed on a daily basis.
 - If evacuation is necessary, the campus Safety & Security department will be directly notified for assistance.
 - If a disinfection response is necessary, the campus Facilities department will be directly notified for assistance.
 - Notify campus leadership of the incident. Information is anonymized to protect the identity of involved individuals. Campus leadership and the public information office will determine the need, if any, for a public announcement.

When Someone on Campus is Sick or tests positive for COVID-19

Clean and Disinfect Your Facility¹ When Someone is Sick

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in on-campus, the space will be evacuated and isolated for 24 hours before cleaning & disinfection takes place.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been on-campus, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices employed for the space of interest.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from [EPA List N](#) according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
 - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
 - Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

See also:

[Area Disinfection Procedures for COVID-19](#)

Electrostatic Sprayer Safety Operating Procedure(s)

¹ CDC Revision April 5, 2021

You have completed this week's COVID-19 Health and Safety Training

In order to receive credit for training participation, you must submit your details here: [click here to submit](#). You could also scan the QR-code below on a phone or tablet to access the form.



If you have questions about this or any other health & safety issues, please, email healthandsafety@seattlecolleges.edu.