



## Requirements to Return-to-Campus

All students, employees, or visitors who arrive **on campus must:**

- Check-in/out here: [staff](#) and [students](#)
- Maintain a minimum of 6 feet of distance from all other people, at all times while on campus
- Wear a face covering over the mouth and nose, at all times while on campus – if an individual does not have a face covering, contact your COVID-19 Site Supervisor to be provided one. **Note:** A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person’s nose and mouth)
- Any individual that refuses to comply with the above requirements must be instructed to leave campus
- Instructors should make the recommendation that all students wear face coverings while riding public transit

Throughout the course of the day, any student or employee that develops symptoms must be instructed to immediately return home and contact their healthcare provider. Until that time:

- Separate them from others using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting)
- Ensure they wear a face covering
- Restrict the number of personnel entering isolation areas

Instructors should plan to be flexible in accommodating for **absenteeism**

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

## COVID-19 Safety Training

- All Seattle College employees must attend a COVID-19 Employee Information Session on or before returning to campus. This is a 1-hour training with ½ hour Q&A session available live, through zoom. Employees can register for an upcoming [Live-Zoom training with Q&A](#) or access a recording through [Canvas](#). After completing the Canvas training, they will have to complete a one question “quiz” indicating they’ve completed the task. Anyone without a Canvas account for the trainings can email [dislrn@seattlecolleges.edu](mailto:dislrn@seattlecolleges.edu) to have one built.
- The district health & safety team will provide a recording of a *COVID-19 Student Training Session* that must be viewed by all students on or before the first day of return to campus – instructors must make these available to their students and log attendance
- Thereafter, on a weekly basis, the district health & safety team will provide a condensed weekly update safety training must be reviewed by all employees/students – instructors must make these available to their students and log attendance

## Basic Infection Control Measures – All Employees

As appropriate, all should implement good hygiene and infection control practices, including:

- Encourage students/workers to stay home if they are sick
- Encourage respiratory etiquette, including covering coughs and sneezes
- Ensure workspaces and classrooms are equipped with tissues and trash receptacles
- Promote frequent and thorough hand washing – ensure all students/workers have a place to wash their hands. If soap and running water are not immediately available, the college provide alcohol-based hand-sanitizer.
- Discourage the item sharing: phones, desks, offices, or other work tools and equipment, when possible – disinfect any shared equipment/spaces between use
- Custodial staff and facilities department will maintain regular housekeeping practices, including routine and targeted cleaning and disinfecting of surfaces, equipment, and other elements of the work environment – Please assist with increasing the disinfection frequency by disinfecting tabletops and high-touch points in the classroom before and after each use. **Note:** this is not a replacement of custodial activities but supplemental support to increase frequency, as needed to control the spread of infection for COVID-19



- Campus facilities department should be making available to you a non-hazardous (EPA-approved) chemical disinfectant to increase disinfection-frequency for all horizontal surfaces and high-touch points in your classroom/workspace
  - Do not allow student access to these chemicals
  - Read and follow all label instruction and protocols outlined in the *COVID-19 Employee Information Session*

## Workplace Controls

Controls must be implemented in a manner of “hierarchy” such that, as many of the following listed infection control methods should be implemented, first, before considering the need for personal protective equipment (PPE). This is to prioritize the use of the most-effective-method to control the spread of infection. PPE has additional hazards associated with their use and should be incorporated if and only after the below listed controls are implemented but still insufficient to protect the worker.

The following exposure control methods are expected to reduce Seattle College employees’ and students’ exposure risk to the lower-risk category, for which [additional PPE is not recommended](#). Workers/students should continue to use the PPE, if any, that they would ordinarily use for other job tasks. If designated PPE is not available, that work must stop.

- Any and all activities that are able to operate remotely or online must continue to be conducted remotely or online
- Physical barriers – such as clear plastic sneeze guards – should be used as a barrier between employees that interface a line
- Where possible, move pickup/drop-off exchange activities to outdoors and utilize drive-through type lines for such services



- Employees/students who are at [higher-risk to severe illness](#) from COVID-19 should continue to either work remotely or in areas that do not present them with direct public interaction (direct means within 6 feet of distance) – to seek the accommodations process, contact:
  - Employees: [hr.district@seattlecolleges.edu](mailto:hr.district@seattlecolleges.edu)
  - Students:
    - North: [Josef.Mogharreban@seattlecolleges.edu](mailto:Josef.Mogharreban@seattlecolleges.edu)
    - Central: [Cebrina.Chavez@seattlecolleges.edu](mailto:Cebrina.Chavez@seattlecolleges.edu)
    - South: [Rose.Kolovrat@seattlecolleges.edu](mailto:Rose.Kolovrat@seattlecolleges.edu)
- Establishing alternating days or extra shifts/classes that reduce the total number (less than 10) of students and employees in the classroom at a given time – allowing them to maintain distance from one another while maintaining a full onsite work week
- 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) including the training on who needs to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties