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# Phased Return-to-School & Work Plan

Seattle Colleges plan to phase the return-to-school and work (RTW) following local public health guidance and Washington State's Safe Start Plan where the process is gradual to dial-in campus activities. The process utilizes guidance from the World Health Organization (WHO), the Centers for Disease Control and Prevention's (CDC), Occupation Safety and Health Administration (OSHA), Washington State Department of Labor and Industries (L&I), Washington State Department of Health, as well as support from King County Public Health, the City of Seattle Emergency Operations Management Team, and Washington State Board of Community Technical Colleges' Safety, Security, and Emergency Management Council (SSEMC).

In all phases of the RTW 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 State. 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.

To safely enact the gradual return-to-school and work process (RTW) for Seattle College employees and students, a RTW committee was formed with executive workforce deans and leaders associated with the [critical infrastructure educational programs](#) of Phase 1. The RTW committee has designated a COVID-19 Site Supervisor for each campus or satellite instructional site, who is responsible for monitoring the health and safety of employees/students and enforce this COVID-19 Infection Control Program. The COVID-19 Site Supervisor will be available at all times during work and class activities. The designated COVID-19 Site Supervisors are:

- **North Seattle College**
  - John Lederer
  - Aaron Korngiebel
  - Peter Lortz
  - Melody McMillan
  - Timothy Albertson
  - William Brown
  
- **Seattle Central College**
  - Broadway Edison Campus – Dave Ernevad
  - Seattle Maritime Academy – Danny Blanchard

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- Health Education Center – Barry Robinson
  - Siegal Center – Adam Maurer
  - **South Seattle College**
    - Main Campus – James Curnutt
    - Georgetown – Matt Dimeo
    - Boeing Field – Anton Amaratunge
    - Tulalip TERO Tribal Center – Bob Embrey
    - Vigor – Kenneth Johnson

The first Phase of RTW operations on campus began with the June 1<sup>st</sup> lifting of the Washington State Governor’s Proclamation: Stay Home - Stay Healthy Mandate. This stage of campus operations was designed to meet the requirements laid out in the Governor’s [Phase 1 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements](#). In that, the Governor has listed specific low-risk, critical infrastructure workforce programs of higher education that take priority in returning to campus activities, with several contingencies laid out – including that all lecture based educational programs are to continue to operate in remote modalities and only those [listed critical infrastructure workforce education programs](#) with hands-on training requirements may return to on-campus face-to-face instructional activities. For this, limited support staff (custodial and maintenance departments) have also returned to campus work.

**For Phase 1** operations (see [Phase 1 Requirements for On-Campus Activities](#)), the only employees and students allowed access to campuses should be either:

- “Essential employees” that maintain the building and operational safety (e.g. payroll and security) who are not able to operate by remote modalities – all activities that can be conducted remotely should continue to be done so – These workers are to establish alternating days or extra shifts that reduce the total number of people in a workspace at a given time, allowing them to maintain physical-distance of 6 feet from one another, at all times.
- Critical infrastructure workforce programs who have been granted permission to return to campus operations by the RTW reviewing committee – all activities that can be conducted remotely should continue to be done so
- Support staff responsible for ensuring a clean and safe work environment for the returning critical infrastructure workforce programs (e.g. custodial, door monitors, physical-distance monitors, and COVID-19 Site Supervisors)

**King County is now in [Phase 2 operations](#)**, in which lecture based education programs and all operations that can work by remote modalities are to continue to do so. Per State requirement, the only new programs that will be allowed to submit (through the process described in the Transmission Risk Assessment Chapter of the [Infection Control Program](#)) for RTW face-to-face instruction will be expanded to programs that are prerequisite to the [listed critical infrastructure workforce education programs](#).

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## Phase 1 Requirements for On-Campus Activities

- Building access will not be open to public and will be limited to one or a few doors – individuals are to exit by the same entrance doors (except for emergencies)
- Certain on-campus student services activities (financial aid, cashiering, registration, equipment exchange, and/or computer lab and library access) will be very limited for special cases where online engagement is not possible and by appointment, only
- At all times while on campus, all individuals must maintain 6 feet of physical-distance from other people (no exceptions) and wear a face covering that fully encompasses the nose and mouth
  - Guideline for face coverings are available by the Washington State Department of Health
  - To review the proper use, donning, and doffing of face coverings see the World Health Organizations videos: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
  - Non-medical grade, disposable masks and cloth coverings can be reused as an infection control device – follow [procedures for cleaning, storage, and reuse of face masks](#) (SOP in attachments) after every use
  - Always wash your hands after putting-on, taking-off, or adjusting the covering
- Individuals who are exhibiting COVID-like symptoms will not be permitted campus entry. Therefore, on a daily basis – before traveling to campus – all students, employees, and any visitors should measure their temperature and review the Wellness Screening Checklist (see Attachments for multilingual resources to the checklist) – any individual who answers yes to the questions should stay home and notify their instructor/supervisor to expect their absence. The same checklist is available online at:
  - **Students:** [bit.ly/covid-student-form](http://bit.ly/covid-student-form)
  - **Employees:** [bit.ly/covid-employee-form](http://bit.ly/covid-employee-form)
- **Door Monitors** will be present during major site activities and screen entrants using the Wellness Screening Checklist or verify that the electronic version of the checklist has been completed. They will provide a face covering for any person that arrives without one. Note: Campus Facilities departments have their own designated supervisor who has been trained in door monitor screening methods and may check-in/check-out, only, their direct reports

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- **Social-Distance Monitors** will support door monitors and review public areas (particularly where lines may form) for compliance with the physical-distancing measures and remind people about good hand-hygiene and respiratory etiquette
  - Campus designated **COVID-19 Supervisors** will be available, at all times during major site 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
  - Before leaving campus, all students, employees, and any visitors must checkout using the electronic form at [bit.ly/covid-student-form](https://bit.ly/covid-student-form) or [bit.ly/covid-employee-form](https://bit.ly/covid-employee-form) for Students and Employees, respectively.
    - The purpose of the check-out log is to notify individuals if they have been potentially exposed to COVID-19. The information will only be shared with Seattle Colleges' H&S team and public health officials if someone is potentially exposed. Public health officials will contact you to explain the risk, answer your questions and provide resources. This information will not be used for any other purpose, including sales or marketing. If this list is not used within 6 weeks, it will be destroyed in compliance with retention schedules.
    - If the electronic version is not available (for some reason), campus occupants are to check-out at the door-monitor station where a paper log will be kept. Any individual who experiences issues in the process may contact their COVID-19 Site Supervisor or email [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu)
  - COVID-19 safety trainings will be prepared by the H&S team and available at: <https://www.seattlecolleges.edu/coronavirus/covid-19-infection-control-program-and-safety-training>
    - All employees must view the [COVID-19 Hazard Training](#) on-or-before their first day of return to campus
    - All employees and students are to participate in a weekly COVID-19 H&S trainings – or be denied campus access
    - **Instructors** and **Supervisors** are responsible for verifying their student/employee participation and log attendance, which will be communicated verbally and the instructor/supervisor will sign in each attendee
    - **All departments** are required to ensure H&S communications are presented by the means or language that their employees or students can understand – they are to provide opportunity to have questions answered and utilize the H&S team via [healthandsafety@seattlecolleges.edu](mailto:healthandsafety@seattlecolleges.edu) for support

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- Individual programs and departments are responsible for ensuring availability of appropriate PPE, as applicable to the normal industry hazards associated with the workplace or task (e.g. n95 masks for dust generating activities, as outlined in the Department’s task-specific Job Hazard Analysis)
  - PPE that corresponds to infection control will be designated for each RTW program, based on the Transmission Risk Assessment evaluated by H&S while reviewing the RTW safety plan form (available in Attachment to the [Infection Control Program](#)). A district-wide collaboration effort and inventory is being maintained to ensure that all campuses share available supply of required PPE for infection control – If availability runs out and procurement of additional materials is not feasible, refer to the Contingency Plan Chapter of the [Infection Control Program](#).
  - **Instructors, Supervisors, and COVID-19 Site Supervisors** all have a responsibility to oversee and ensure:
    - Physical-distancing strategies (as many as possible) must be implemented in all areas, by everyone, at all times. See physical-distance strategies categorized by various campus area types, available in **Appendix B** 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
    - Observe and identify choke-points where access or traffic flow patterns may need support by a social-distance monitor or be controlled to reduce student/employee congregation
  - Failure of employees/students to comply with requirements for on-campus activities during any of the emergency COVID-19 Phases will result in employees/students being sent home – for example if an employee/student refuses to wear the appropriate facial covering except where medically excused

## Phase 2 Requirements for On-Campus Activities

During Phase 2, the above listed requirements for Phase 1 remain. A few differences include:

- All lecture-based educational programs and all operations that can work by remote modalities are to continue to do so. Per State requirement, the only programs that will be allowed to conduct on-campus face-to-face instruction are those listed as [critical infrastructure workforce education programs](#) and the [prerequisites for those programs](#) – which must be granted permission to return to campus operations by the RTW reviewing committee (see the process described in the beginning of this chapter)
- Any student or employee from any state that is not contiguous to Washington must self-quarantine for 14 days after travel, before being allowed on-campus for school/work

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- At all times while on campus, all individuals must **wear a face covering** that fully encompasses the nose and mouth
    - The only exceptions are if an individual is working alone (with no chance of human interaction); they must have a face covering on-hand and don that at any time that another person may enter their space
    - Exceptions DO NOT include
      - Situations that would result in repeated putting-on and taking-off the face covering several times a day
      - Wide-open, indoor, shared area (such as, a cubicle office-space, front-desk, or commons area) even if physical-distancing is maintained
      - Outdoor activities where the individual may be exposed to persons of the general public
      - Any situation that the individual's instructor, management, the COVID-19 Site Supervisor, or H&S personnel directs that a covering must be worn
  - At all times while on campus, all individuals must maintain **6 feet of physical-distance** from other people – the only exceptions to the 6-foot rule are when strict physical-distancing is not feasible for a specific activity. To qualify for exception to the 6-foot rule, the corresponding instructor or supervisor must specify the activity in advance and request exception to the rule by emailing [healthandsafety@seattlecollegs.edu](mailto:healthandsafety@seattlecollegs.edu) and specifically list out:
    - The specific tasks that would require direct-contact
    - Why physical-distancing is not possible
    - The total number of different direct-contacts an individual (student or employee) would consequently be interfacing within a single week – if the exception were to be permitted

The H&S team will evaluate and declare what other prevention measures would be required, such as use of barriers, and minimization of employees/students in narrow or enclosed areas, staggering breaks, and delivering programs in shifts or cohorts.

- Exceptions DO NOT include any activity that has not been reviewed and accepted by the RTW committee