

# Pierce College Safety Plan Template

## for COVID-19

### Washington State Higher Education Reopening Plan

In accordance with the Governor's [Proclamation 20-12.1](#) (Higher Education – Fall 2020), [Campus Reopening Guide](#) and [L&I requirements](#), all Pierce College departments must develop, implement and maintain a COVID-19 exposure control and recovery safety plan prior to recommencing operations. This requirement also applies to gatherings of students/staff on or off campus and contractors working on Pierce College property.

### Definitions

**Department:** The term department (instructional/non-instructional) is used throughout this form to refer to a division of the college which deals with a specific subject or area of activity.

**Planned Activity:** Any activity, event or gathering of staff and or students associated with Pierce College.

### Safety Plan Template

This safety plan template is the tool used to process requests by departments and activity planners to recommence operations on campus as well as off campus. It also serves as a guide to facilitate development of the required safety plan.

Department supervisors or designees, please complete this template in as much detail as possible and submit for review and approval following the process outlined below. Approved templates become your safety plan which must be kept current with changing guidance. Please pay particular attention to addressing the Guiding Principles when completing this template.

### Return to Campus Request – Approval Process:

1. Department/person requesting a return-to-campus discusses the need/rationale with Dept. Supervisor (Director or Dean Level).
2. If request is approved, Dept. Supervisor or designee uses this template to develop a regulatory compliant safety plan.
3. If classroom or event space is required, obtain confirmation of space availability with Linda Gulbransen (see contact info. Below).
4. Forward both Linda's confirmation of item # 3 above and completed safety plan to Jose and Jeff at: [EMAIL LINK](#)
5. Jose and Jeff will review submitted safety plan; if it does not meet compliance standards, it will be sent back for revision.
6. Plans that meet safety standards are sent forward to the Incident Command Structure team (ICS): E-team and key personnel
7. ICS may either approve, deny, or recommend plans for further review by the Return to Campus committee (RTC).
  - If referred to the RTC, the committee will review and submit a recommendation to ICS.
8. **If the ICS approves the plan**, the submitter is notified of the next steps to implement the plan.

**Note:** Please address questions concerning this document form to Jose Nieves

**Note:** Individual employee requests to access campus must be coordinated through Linda

### Contacts

Jeff Schneider, District Director of Campus Safety, [jschneider@pierce.ctc.edu](mailto:jschneider@pierce.ctc.edu), office: 253-964-6221

Jose Nieves, District Health and Safety Specialist, [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu), office: 253-964-6632

Linda Gulbransen, Forms & Records Analyst, [lgulbransen@pierce.ctc.edu](mailto:lgulbransen@pierce.ctc.edu), office: 253-840-8418

**Guiding Principles**

The guiding principles and questions below are used by the ICS and RTC when evaluating requests to resume operations on campus and possible impacts to the college. Please address each one in the space provided below.

**Equity**

- How will our most marginalized students be affected by this plan?
- Are there other groups that will be disproportionately impacted by this plan?
- How will employees across classifications be impacted by this plan?
- Are there ways to mitigate any disproportionate harmful impacts?

**Health and Safety**

- Does this plan align with all local, state, and federal requirements for social distancing, PPE, testing, and contact tracing?
- How does the volume of individuals that would be coming to campus affect health and safety risks?

**Quality of Educational Opportunities**

- How will the quality of the student experience be affected by this plan? How would returning to campus change students' experiences?
- If employee-related: How would returning to campus change the employees ability to serve students or employees?

**Fiscal Impact**

- What resources are required for any mitigation strategies suggested by the plan (PPE, air filtration, temperature checking, etc.)?

**Submitter comments regarding guiding principles**

**Type of return-to-campus request**

Department return to campus: Dept./program (instructional/non-instructional) requesting a return to campus

Planned activity: For activities either on or off campus which include gatherings of students and/or staff

**Department name returning to campus or description of planned activity:**

**Dates and planned hours of operation (complete schedule of activities):**

**Expected numbers of persons as part of this activity:**

**Buildings, spaces, locations department or activity intends to utilize.**

**Date of plan (Date ICS approved plan):**

**Last updated:**

**COVID-19 Supervisor:** (name/contact information of person(s) responsible for implementing plan requirements)

**\*Note:** COVID-19 Supervisor or designee must be available for contact during times of operation and is responsible to enforce the safety plan. Inform all employees/students of who this person is and how to make contact



2. Explain how this will plan minimize the amount of time persons will need to spend on site

## Physical Distancing

Current COVID-19 standards require all persons maintain 6 feet of physical distance from others. Describe how physical distancing will be maintained while on site. Reference an addendum if there is not enough room on this page.

**Note:** In accordance with the [Governor's proclamation for higher education](#), the number of persons who can gather on-site for **instructional activities** is determined primarily by the [capability](#) to maintain a six foot distance between persons. Where physical distancing cannot be maintained, administrative or engineering controls (PPE/physical barriers) must be implemented to minimize exposure.

**Non instructional activities** must comply with [Safe Start Washington](#) standards in accordance with Pierce County phased requirements

### Strategies for physical distancing

- Avoid large gatherings
- Implement approximate sq. ft. /# of person allowed
- Physical barriers
- Visual cues or markings
- Signs
- Different service model (call in, drive through, virtual)
- Use Hierarchy of Controls to mitigate COVID-19 exposures: [go.usa.gov/xvHhM](https://www.go.usa.gov/xvHhM) (CDC)

## Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. COVID-19 Supervisors must implement the items listed below. Additionally, please describe the location of available handwashing facilities

### The COVID-19 Supervisor must communicate and enforce the following:

- **Frequent handwashing:** location of hand wash stations, frequency of handwashing, when to wash
- **Sanitizing of hands:** If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol. See CDC guidance [go.usa.gov/xv6qj](https://www.cdc.gov/xv6qj)
- **Covering coughs and sneezes:** visit CDC's coughing and sneezing etiquette: [go.usa.gov/xv6qN](https://www.cdc.gov/xv6qN)
- **Face coverings:** All persons must wear face coverings indoors; face coverings must be worn outdoors if they are not able to maintain a six foot distance from others
- **Provide reminders:** Verbally and by posting signs, flyers, announcements etc... in the operations area.
  - **Print resources:** Free print resources to communicate disease prevention (posters, flyers, infographics, etc...)
    - [Centers for Disease Control](#)
    - [Tacoma Pierce County](#)

**Note:** Providing personal protective equipment is the college's responsibility although employees and students may provide their own. Contact Daniel Timmons (253-840-8318) in Facilities for more information.

## Cleaning and Disinfecting

Current COVID-19 standards recommend frequent cleaning and disinfection of high-touch surfaces. Describe your plan to clean and disinfect impacted areas on a daily basis. Reference an addendum if not enough room on this page:

### Note:

- The COVID-19 Supervisor must ensure high-touch surfaces and equipment used by personnel (tools, keyboards, desktops, printers, scanners, etc...) are cleaned and disinfected daily or after each use by different persons. If possible, employees' should avoid sharing work tools, equipment or work spaces.
- **Facilities cleaning support:** The COVID-19 Supervisor must inform Facilities of the dates, times and spaces used during the operation's time on campus. This is so Facilities can better assign schedules for custodial teams to clean and disinfect common areas and routes used by the department or activity.
  - ❖ Contact Daniel Timmons (253-840-8318) for cleaning supplies/equipment, sanitizer, wipes, and other related items.

## Personal Protective Equipment (PPE)

Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain individual health and safety. Describe the PPE being used, when it will be used and how use of it will be enforced. Reference an addendum if there is not enough room on this page:

**Standard PPE:** Masks (face coverings), Eye protection, Gloves, Gowns or capes: The college will provide PPE for both employees and students, although they may provide their own. Contact Daniel Timmons (253-840-8318) in Facilities for more information.

**Note:** PPE requirements are determined by the specific hazard. For example, some activities may require N95 type air purifying respirators (APRs). Please contact the District Health and Safety Specialist if unsure of proper PPE level.

## Health screenings/contact tracing

Current COVID-19 guidelines require health screenings prior to each campus visit or if engaging in a college activity. Describe your health screening process. Reference an addendum if there is not enough room on this page:

**Note:**

**Health Check Form:** Both employees and students must submit the online Health Check Form *prior to* arrival on-site or to a college activity. Those who report experiencing COVID-19 symptoms must not come to campus or engage in college activities. If no symptoms of illness are indicated Health Check Form, reporters may proceed as planned.

The Health Check Form can be accessed by visiting the [Coming to Campus](#) page on the college web site

**Reporting positive COVID-19 cases and exposures**

Individuals involved in or having knowledge of positive COVID cases and exposures must immediately notify Jose Nieves or Jeff Schneider (see contact information on page 1)

**In-person health screenings for COVID-19:**

Departments conducting in-person health screenings must do so in accordance with WA [Department of Health guidance](#) and guidance specific to the department's function.

## COVID-19 Related Policies and Protocols

### **Pierce College safety plan requirements**

See header section of this document for policy description

### **Sick leave**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

**Note:** In order to qualify for the federal FFCRA emergency paid sick leave due to their own illness, an employee has to have tested positive for COVID-19 *OR* be seeking a medical diagnosis. Click on the link below for more information:

<https://www.pierce.ctc.edu/hr-benefits-leave-absence>

### **Return to work guidance**

#### **Isolation**

Individuals who have tested positive for COVID-19 may not come back to campus or engage in college activities until they either have been cleared to return by a health care provider *OR* have met Tacoma Pierce County Health Department (TPCHD) [criteria for discontinuing isolation](#). Health Department staff will help you determine your isolation period.

#### **Quarantine**

Individuals who have had "[close contact](#)" with someone who has tested positive for COVID-19 may not come back to campus or engage in college activities until they have met TPCHD [criteria for discontinuing quarantine](#). Health Department staff will help you determine your quarantine period.

#### **COVID-19 testing in lieu of quarantine**

Students and employees who wish to provide the college a negative COVID-19 test result in order to return to campus in lieu of remaining in quarantine for 14 days must wait at least **5 days** after exposure before taking a test.

Waiting to test 5-7 days after exposure is ideal in order to account for the virus incubation period, otherwise there is a possibility of receiving a false negative. This means a person who tests too soon after exposure may still be infected, yet receive a test that indicates they are not.

**Note:** Contact Jose or Jeff (see page 1 for contact information) for help with return-to-work guidance.

### **Exception to mask wearing requirement**

Employees with a medical or disability issue, who request accommodation, must provide an accommodation statement from their medical professional specifying that a face covering or mask should not be worn due to their present health condition.

#### **Travel**

After August 1 2020, 14 day quarantines are not required for *domestic* travel. All *international* travelers must self-quarantine for 14 days.



## Protocols

- Employees will be informed of possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Employees will be required to stay home or go home if they feel or appear to be sick with COVID-19.
- Areas occupied by persons suspected or confirmed with COVID-19 will be temporarily cordoned off until they are deep cleaned and sanitized in accordance with CDC guidelines.
- Employees coming on to campus are required to submit an online symptoms screening questionnaire (see section: Health screenings/Voluntary contact tracing).
- Employees must self-report to their supervisor if they are sick.

## Incident reporting

**Incident reporting:** All COVID related incidents must be immediately reported via email followed by a call to the District Health and Safety (DHS) Specialist or the District Campus Safety Director.

Jeff Schneider, District Director of Campus Safety, [schneider@pierce.ctc.edu](mailto:schneider@pierce.ctc.edu), Office: 253-964-6221

Jose Nieves, District Health and Safety Specialist, [jnieves@pierce.ctc.edu](mailto:jnieves@pierce.ctc.edu), Office: 253-964-6632

### **Non-emergency issues or complaints**

Non-emergency issues or complaints may be submitted using the online [Pierce College General Complaint Form](#)

## Site Decontamination/Incident Response

The CDC provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>

### **Positive Case of Covid-19 on campus protocol**

As indicated in the Incident reporting section above, persons with knowledge of a positive case of COVID-19 on campus must report the matter to the District Health and Safety Specialist or District Campus Safety Director (see incident reporting above for contact information). Attempts at contact must persist until one of the two individuals is reached. The appropriate protocol will be initiated based on the specific circumstances surrounding the reported incident.

**Site decontamination procedure:** As per [CDC guidelines](#), Facilities will:

- Close off areas occupied by ill persons and increase ventilation rates.
- Wait a period of 24 hours or as long as practical before beginning cleaning and disinfection.

Using approved cleaning products, cleaning staff will clean and disinfect common areas such as bathrooms and frequently touched areas that may have used by the ill person.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

**Note:** As per college policy

- Employees will be required to stay home or go home if they feel or appear sick with symptoms of COVID-19.
- Employees must self-report to their supervisor if they are sick.

## Department or Activity Specific Safety Requirements

Are there additional methods you must employ or resources specific to your operation you will need in order to minimize risk to employees, students, or members of the public? Reference an attachment if not enough space.

## COVID-19 Safety Training

Basic workplace hazard education about coronavirus must be provided to employees and students.

Name and contact information of person who will ensure the training requirements outlined below are met

### **Safety training**

A briefing must be conducted for employees and students to explain the protective measures, expectations and procedures covered in this safety plan. Unless this safety plan is for a one-time activity, a weekly review must be conducted which includes briefing any new updates to the safety plan.

### **Disease prevention and mitigation training**

Provide education concerning symptom detection, sources of exposure risk to COVID-19 and prevention measures. Have persons review the information at the link below:

[http://communities.des.wa.gov/ets\\_training/Keep/RTWCE/story\\_html5.html](http://communities.des.wa.gov/ets_training/Keep/RTWCE/story_html5.html)

- Have persons attest to reviewing the information by signing a training record form.

### **Review of Covid-19 related policies (employees only)**

Review with employees the COVID-19 Related Policies and Protocols outlined in the Policies section above.

**Note:** This plan may only be implemented upon Incident Command review and approval (see below).

**Name of Submitter** (who is submitting this safety plan for review)?

Comments

Date submitted for review

**Health and Safety Specialist/Campus Safety Review:** Forward to ICS

Send back for revisal

Comments:

Review Date:

**Incident Command review:** Approved

Not Approved

Refer to RTC

Comments

Review Date:

**Return to Campus Committee (RTC) review:**

Comments

Review Date