

The background of the document is a photograph of a tall, modern clock tower at Peninsula College. The tower has a yellow frame and large glass windows. It features two circular clock faces near the top. The building is surrounded by trees with autumn foliage. The sky is blue with some light clouds. The text is overlaid on a white rectangular area on the left side of the image.

PENINSULA COLLEGE

Safe Return to Campus Plan 2020 - 2021

Exposure Control, Mitigation, and Recovery

September 1, 2020

Marty Martinez

Campus Safety & Emergency Management

This plan subject to change as the State
guidance changes

Table of Contents

Background.....	3
Current Situation Overview	3
Purpose.....	4
Objectives.....	4
Goals and Mitigation	5
Classes and Meetings.....	6
Instructional Re-Entry Protocol(s).....	6
Plans for Departments to Serve Our Campus.....	7
Common Spaces.....	8
Moving Around Campus	9
What if I Get Sick?.....	9
Information and Education	10
Stigma Reduction.....	11
Mental and Emotional Well-Being	11
Operational Re-Entry Level(s)	12
Administrative Controls	13
Engineering Controls.....	16
Classifying Work Exposure Risk.....	16
Employee Exposure Risk Protection	18
Individual Elevated Risk: Non-Work Related	20
Smoking & Vaping During Phase 1	21
Program Specific Plans	21

BACKGROUND

In January 2020, the United States was impacted by COVID-19. COVID-19 is a respiratory illness that can spread from person to person. On Saturday, February 29, 2020, Governor Inslee issued a Proclamation of Emergency to address the outbreak of the COVID-19 virus in Washington State. As a result, Clallam County Emergency Management (CCEM) activated the Clallam county Emergency Operations Center (EOC) on March 3, 2020. CCEM and Clallam county Health and Human Services (CCHHS) formed a unified command to deal with the emergency within Clallam County.

President Trump Declared a national Emergency on Friday, March 13, 2020 at about 1300 hours.

In March 2020, Washington State Governor Inslee issued a directive to close in-person learning for K-12 and Higher Education. With this directive, Peninsula College complied and adjusted academics to online learning. Shortly after, all services were transitioned to online and the physical campus was closed.

The COVID-19 Pandemic has impacted the entire Peninsula College community. For the purpose of this plan, the campus community includes, but is not limited to, students, faculty, staff, visitors, volunteers, campus contractors, private entities, and volunteer organizations.

CURRENT SITUATION OVERVIEW

As of May 30th, 2020 Washington State introduced the [Phase 2 Higher Education Workforce Training COVID-19 Safety Requirements](#). The Phase 2 guidance allowed institutions of Higher Education (IHE's) the ability to hold in person hands on training classes that fell under specific career pathways in Washington State using the [Higher Education Critical Infrastructure Workforce Training Essential Programs Crosswalk](#). IHE's were to adhere to these guidelines with classroom and lab specific safety plans and Peninsula College continues to hold this high standard of compliance.

On June 24th, 2020 Governor Inslee issued a [proclamation](#) and provided additional guidance to the IHE's by means of a [Campus Reopening Guide](#) coordinated by the Higher Education Reopening Workgroup. Based on the documents provided by the Office of Governor Inslee, Peninsula College has developed this plan to assist in a safe return to campus plan and to also aide in recovery from the pandemic.

The Peninsula College Safe Return to Campus Plan is intended to guide campus leadership in making the best and safest assessment on what capabilities and resources are needed to maintain a safe and secure learning and work environment when addressing the complexity a public health crisis. The Safe Return to Campus Plan provides a framework to resume campus operations within reason and as permitted during a pandemic outbreak. This plan is deployed to support recovery

activities as outlined in the PC Emergency Management Plan (CEMP). Copies of this plan will be available on request, or found on the Peninsula College [website](#).

PURPOSE

The College has incorporated precautions regarding Public Health Emergencies into the Comprehensive Emergency Management Plan (CEMP) to guide the campus community in the prevention-mitigation, preparedness, response, and recovery of an infectious disease outbreak. The goals of the plan are to:

- Protect the health and safety of students, employees, and visitors.
- Minimize the impact on instruction, College operations, personnel, and facilities.
- Provide for the continuity of College operations to the greatest extent possible.
- Effectively communicate throughout the duration of the pandemic.
- Recover from the pandemic as quickly as possible.

OBJECTIVES

- Reduce the potential for transmission of COVID-19 on the college campus and in college facilities.
- Decrease potential transmission of illness among employees and students.
- Monitor all lab activities and appoint COVID-19 Supervisors as necessary or as required by Governor Inslee.
- Ensure we are meeting all cleaning and sanitation standards.
- Deploy a safe and compliant plan for health monitoring.
- Ensure our plans allow us to meet federal requirements for infection tracing.

College identified critical functions include:

- Teaching and learning.
- Communication between internal and external entities.
- Provide critical student support services.
- Admit and register students.
- Process compensation, benefits, and payroll.
- Purchase goods and services.

GOALS AND MITIGATION

The health and safety of our campus community requires a commitment to sanitation. While custodians focus on regular and frequent touch areas throughout the day, **our best approach is approaching this as a whole community effort. To ensure the best outcome for everyone, all employees and students will be proactive participants in keeping our work and classroom spaces clean to reduce the potential spread of COVID-19.** Individuals will need to take ownership for wiping down their personal and shared work spaces several times a day.

To ensure custodial, maintenance and campus safety have consistent situational awareness of activities on campus we have returned to regular use of the college's scheduling system (25Live) to schedule all campus activities including temporary visits to campus. Faculty and Staff should **contact your respective dean/director** for the correct approval process. Deans and directors should email ApprovedAccess@pencol.edu for campus visits/scheduling.

The college will follow the [CDC's Guidance on Disinfecting](#) in all areas, including but not limited to routine sanitization of high touch surfaces and shared resources.

- Custodial staff will go through restrooms and public spaces where classes and/or work scheduled every 2-3 hours cleaning high touch areas.
- College custodial employees will sanitize all touch surfaces in classrooms, instructional labs, public areas, restrooms, lounges, and similar shared space each day (5 days per week)
- In the event we receive a report of a positive COVID-19 test impacting a space we will follow the CDC guidelines for sanitizing the space
 - 24 hours must pass before custodial access for sanitation, any potentially infected area will be secured until sanitation can occur.
- Exterior accessible touch surfaces will be cleaned with disinfectant immediately.
- If it has been more than 7 days since the person who is reported to be ill visited or used the facility, additional disinfection is not necessary, in which case the custodial team will continue routine cleaning protocols.
- Campus building HVAC systems have the correct manufacturer specified filter
- Ventilation Strategy and methods will be tailored to the affected building if needed as various buildings are equipped with different devices and capabilities. The primary intent, per ASHRA recommendation will be 24 hour mechanical ventilation, with 100% outside air supply.

CLASSES AND MEETINGS

- Wherever in person meetings or classes need to be held we will maintain social distancing. Best practices for in person meetings with social distancing include;
 - Where classroom or in person meetings are needed - spaces are measured and set up to meet the requirements, including.
 - Space seats 6 feet apart.
 - Remove chairs to ensure adherence to social distancing.

INSTRUCIONAL RE-ENTRY PROTOCOL(S)

Faculty and instructional support staff share numerous concerns related to face-to-face instruction. However, given proper PPE, social distancing, and contact tracing, limited face-to-face instruction is possible. While this may be difficult to implement, certain programs rely on a hands-on component to ensure specific student learning outcomes (SLO) therein are met. As such, faculty are responding by being agile, engaged, and receptive to best practices outlined by the CDC, Clallam County Health Department, State Board and internal PC protocols.

Anticipated in person teaching activities include professional and technical courses. Working with the Office of the Vice President for Instruction and academic deans, faculty will confirm the number of prospective students via enrollment reports and ensure assigned instructional space capacity supports social distancing. In the event an instructional space cannot support the entire class at one time, faculty will work with their respective dean to explore a hybrid multiple week session model.

Students, staff, and faculty will be issued needed PPE as necessary. Faculty should work with their perspective deans for all PPE ordering. They will advise students via Canvas of various required forms they must complete to be on campus participating in classes. These may include but are not limited to: authorizations to conduct daily health screenings, COVID-19 safety training, and other program specific safety and cleaning needs as outlined in class safety plans.

- If a student has had symptoms within 72 hours or failed the daily health screen questionnaire, faculty must excuse the student immediately.
- When possible, classrooms will have identified single entry and exit points marked with clear signage.
- Prior to the end of class, faculty, staff, and students will ensure their instructional workspace is clean by:
 - Cleaning immediate work space with provided disinfectant wipes.
- Ensuring door handles and other high touch surfaces have been cleaned.
- Wiping down any communal equipment used for laboratory instruction.
- Verifying each individual work space has been cleaned.

PLANS FOR DEPARTMENTS TO SERVE OUR CAMPUS

Departments will develop their own area specific plans in coordination with the college's Campus Safety Operations Manager to ensure they are adhering to best practices and state and local guidelines for health and safety. The Campus Safety Operations Manager will then work with the Incident Management Team (IMT) for review and approval of department plans.

These plans will include but are not limited to the following information:

- Ensure all staff have appropriate PPE.
- Limit the number of people allowed in an area at any one time to reduce contact and ensure social distancing.
- Ensure social distancing for all employees, students, and visitors seated and standing.
- Provide services remotely as often as possible.
- Reduce appointments to essential/emergency only - if it can be done online, it will.
- Remove or mark "not for use" furniture with porous materials.
- Where possible, and not in violation of Fire Code leave doors open to minimize contact.
- Remove magazines, books, toys, pens, and pamphlets, etc. to reduce touchable items.
- Instead of handing out business cards, email contact information.

Where physical distancing cannot be maintained, staff and faculty will implement administrative or engineering controls to minimize exposure. These steps may include but are not limited to:

- Using non-contact methods of greeting
- Cleaning hands with soap and water or hand sanitizer when moving between work and class spaces or buildings.
- Make tuition and fee payments can be made in the following ways:
 - Credit/Debit
 - Credit/Debit over the phone through the Business Office (360)417-6210.
 - Check & Cashier's Check via mail: Peninsula College 1502 E. Lauridsen Blvd. Port Angeles, WA 98363 ATTN: Business Services.
- Filling out paperwork digitally instead of in office or manually.
- Occupant flow patterns will be addressed to ensure social distancing and reduced interactions.
- Reception areas will be individually evaluated to ensure spacing 6 feet for social distancing when in use. Each department will need to also develop a plan for the use of reception spaces as we move into on-campus services.
- Where employees must take breaks at the same time in the same area there will be staggering of breaks, avoiding any congregating in break rooms or other commonly shared spaces, and wiping down of all touched surfaces will also be enforced.
- Breaking up shift start times / breaks, and utilizing physical barriers, may be tools for ensuring social distancing.
 - For Classified employees, Supervisors will follow Article 7 of the Collective Bargaining Agreement. Supervisors will ensure that they provide the required

advance notice (10 days) for any schedule change. Supervisors will need to ask for volunteers first before making a schedule change.

- For Exempt employees, the College does not have a policy on a required advance notice for a schedule change but for equity purposes. HR strongly recommends Supervisors provide the same amount of notice for exempt employees as they do for classified employees.
- Supervisors should consult with their own managers when contemplating making schedule changes. Supervisors of departments are responsible for educating and monitoring employees under their supervision. This includes but is not limited to:
 - Monitoring health check in-checkout using the proper attestation form.
 - Reporting known symptoms of, positive test for COVID-19, or close contact with a person positive for COVID-19
 - In the event of a known positive case of COVID-19 on our campus we will follow health department guidelines for notification, and CDC Guidance for cleaning and sanitizing areas visited by the infected person. The identity of the infected person will be kept confidential within the bounds of the law.
- If you become aware of a positive COVID-19 test for yourself or another, please notify the college by completing [this form](#).

COMMON SPACES

To maintain safety through good social distancing many common spaces are either closed or have been altered in layout and use as follows:

- Restrooms
 - Restrooms will be limited in use based on size.
 - While using sinks and urinals everyone will maintain 6 feet of distance. This may mean waiting to use what appears to be an open space.
- Reflection/Meditation room to be closed until further notice.
- Lactation room will be scheduled through Campus Safety (360)417-6559.
- The Library will remain closed through fall quarter while continuing to provide virtual and embedded instruction, reference services, and access to online resources, as well as material circulation requests in partnership with the college bookstore.
- Gym will remain closed fall quarter for general student and employee use.
- Athletics activities will be done in small groups. Coaches will communicate with teams, and ensure they are doing health checks prior to admittance to college athletic facilities.
- Team workouts will be scheduled in advance with the Athletic Director and Athletic Director approval, and will be entered in 25Live to notify campus safety, facilities, etc.
- The [Bookaneer](#) Bookstore is offering pick up and local delivery (fee) and available by phone (360)417-6440.
- The Market & Deli adjacent seating area will be closed until further notice. Pick-up orders can be made by visiting the Bookaneer [Market and Deli](#) website or by calling (360)417-6430. Food and drink orders can be picked up at the coffee window by entering

the north entrance to the PUB near International Programs. Upon entering the PUB, strict social distancing will be in place to ensure customers are observing the 6 foot rule.

- Student lounge spaces will remain closed until it is safe to open shared spaces.
- Music Labs will remain closed until it is safe to open.
- The Internet Café will remain closed until it is safe to open.

MOVING AROUND CAMPUS

Students and employees will be required to wear a cloth or disposable face covering inside all buildings, and outdoors where maintaining social distancing cannot occur. They will maintain minimum physical distancing of 6 feet whenever possible.

WHAT IF I GET SICK?

Anyone experiencing COVID symptoms is not to come to campus, but instead contact their healthcare provider or reach out to their local county health department and immediately complete the C.A.R.E Report, or call Campus Safety at (360)417-6559. Please see supporting guidance from the Washington State Department of Health if you are ill. Doing our best to ensure our community members remain healthy, and that if we have a person on campus test positive the following information is provided. Every day that students and employees come to campus they will self-certify that they have not experienced COVID-19 symptoms, nor had close exposure to someone positive for COVID-19 since their last visit to campus. Everyone is required to complete the appropriate health screening within one hour before arrival on campus. Additionally, everyone must identify buildings visited by completing the checkout screening as they leave.

- Health Screening: [EMPLOYEES](#)
- Health Screening: [STUDENTS](#)
- Health Screening: [VISITORS](#)
- Health Screening: [CONTRACTORS](#)

This screening ensures, to the best of everyone's ability, that healthy people are coming to campus. It also allows us to assist our local health authority with Contact Tracing as required.

- Students, employees, and visitors cannot come to campus if they are symptomatic.
 - Employees will either be provided teleworking options or will be placed on COVID Leave.
 - Any employee experiencing symptoms associated with COVID-19 shall immediately report to their supervisor. The supervisor will direct the employee to leave work, if they are currently at work, or stay home, if they are not at work, and self-quarantine as a precaution.
 - The supervisor shall complete the COVID-19 Illness Reporting [Form](#) recording the latest contact information for the employee, including home or mobile

telephone numbers, and other needed information so the college's COVID-19 health coordinator(s) can reach them for follow-up.

- Ill employee's leaving campus should leave their work area cleared of personal belongings, papers, and other items that cannot be properly disinfected. Custodial can only sanitize cleared hard surfaces.
- If the employee is at work and experiencing severe symptoms requiring immediate medical attention, the supervisor should call 911, and notify the dispatcher that the distressed employee has COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions. Please have someone notify Campus Safety of the 911 call by dialing (360)417-6559.
 - Once an employee has reported COVID-19 symptoms or a positive COVID-19 test, they/or their supervisor where needed will complete the college's C.A.R.E Reporting Form, to connect the employee with the our Human Resources department to discuss contact tracing, return to work timelines in accordance with the current guidelines from the Clallam County Health Department, and receive information from HR about leave options
- Any student experiencing symptoms associated with COVID-19 while on campus shall notify a college official and plan to immediately leave campus.
 - If they are currently living in student housing (CHI), they need to report to the housing office that they are ill, and self-quarantine while seeking medical help. The person receiving the report is to notify Campus Safety immediately.
 - Students are also to complete the COVID-19 Illness Reporting using [this form](#).
- In all cases on campus where there is reported possible COVID-19 exposure:
 - Campus Safety will secure the space and notify Custodial Services.
- After 24hrs deploy custodial personnel to clean and disinfect the ill employee's work area, including their desk, chair, telephone, desktop, and computer equipment, per current CDC Guidance.
- Common areas not impacted will continue to be sanitized frequently, per standard procedures.

INFORMATION AND EDUCATION

Signage and messaging are a big part of successful reentry and a safe return. To ensure everyone understands safety measures and how to contact college officials with concerns, every building entry door will have informational signage with reminders about social distancing, hand washing, and wearing face coverings, and how to contact college officials with any concerns. Additionally we will post information in other areas as appropriate. Messages about changes in the college's open status, any reported cases of COVID-19, or other urgent updates will be sent to all campus community members via PC Alert and posted on the college's website at <https://pencol.edu/news/novel-coronavirus-update>. It is important to review your college email and Canvas account regularly for the most current information. The college's Safe Return to Campus Plan will be available online and can be printed upon request from Campus Safety.

STIGMA REDUCTION

Misinformation or inaccurate information regarding the new coronavirus, COVID-19 can lead to fear and hurtful actions towards members of our college community and community as a whole.

- [Stigma](#) hurts everyone by creating misinformation towards other people. Stigma affects the emotional or mental health of [stigmatized groups](#) and the communities they live in.
- Everyone can help stop stigma related to COVID-19 by:
 - Raising awareness and provide [facts](#) about COVID-19 without increasing fear.
 - Share accurate information about how the virus spreads.
 - Actively work against and dispel myths, rumors, stereotypes that promote bias or discriminatory behaviors related to COVID-19. Written and visual messaging should be screened to ensure we are not reinforcing any negative stereotypes, bias or xenophobia.

Need support?

Faculty and Staff should fill out a [report](#) and work with HR.

Students should be referred to our C.A.R.E. Team and fill using this [report](#).

Please remember that all official communication from the college is done through the Public Information Officer (PIO) Kari Desser kdesser@pencol.edu or by contacting Campus Safety as a back-up.

MENTAL AND EMOTIONAL WELL-BEING

We are working and studying during an unusual and unusually stressful time. The isolation, anxiety, and additional loads of caring for family or children may make staying in a positive mental space more difficult. Human Resources and the CARE team are available to support faculty, staff, and students and connect them to appropriate campus and community resources.

Students, staff, and faculty can use the Advocate reporting system to connect themselves or another campus member to resources and supports. Advocate can be found here: https://pencol-advocate.symlicity.com/public_report/index.php/pid008591?

- For information about counseling services and resources visit <https://pencol.edu/services/pccares>

- For additional resources, employees are encouraged to review the Employee Assistance Program. Information can be found at <https://des.wa.gov/services/hr-finance/washington-stateemployee-assistance-program-eap>

OPERATIONAL RE-ENTRY LEVELS (Phase 1-4)

In support of CEMP priority objectives, and through application of the National Center for Disease Control and Prevention (CDC) CDC's key concepts, the re-entry process was divided into three levels as Closed (red), Restricted (yellow), and Limited (green). The operational re-entry levels were developed by review and assessment of past, present, and predicted situational impacts and needs of a pandemic outbreak as guided by the CDC, Washington State Department of Health, the Office of the Governor and Clallam County Department of Health & Human Services. Ongoing review of pandemic guidance will continue through activation of this plan.

CLOSED (Red)

Campus Status:

Closed – All buildings locked /no on-campus services

Academic Activities: Online or placed on hold as determined by leadership

This level allows for the re-entry of essential personnel with key roles in responding to and restoring normal operations and may include the following:

- Incident Management Team
- Facilities and Operations
- Safety & Security

Entry is based on the recommendations and direction of the Washington State Department of Health and the Office of the Governor, in coordination with the Clallam County Department of Health.

RESTRICTED (Yellow)

Campus Status:

Partially Closed – restricted access to buildings / no on-campus student services

Academic Activities: Online

This level allows for the re-entry of those who need access to retrieve vital records or perform essential on-campus support functions. Access is to be limited to critical job related duties that cannot be performed off-campus through teleworks and may include time restrictions by function and building. The following are examples of eligible personnel:

- Building contractors and repair service providers

- Staff
- Faculty
- Phase specific critical infrastructure workforce training (see above)

During this level of re-entry, limited on-campus services may be permitted. Such services may include: copy center, bookstore, and technology pick-up only and access to emergency funding support services and PC food pantry distribution.

LIMITED (Green)

Campus Status:

Partially open – limited access to buildings / most on-campus services open

Academic Activities: Online with limited on-campus learning activities

This level allows re-entry for the majority of staff and faculty following the guidance and direction of the Washington State Department of Health and the Office of the Governor. In matters related to a pandemic, the Department of Health uses science and data to determine high exposure risk populations.

Access to campus may be restricted for those who are considered to be a high exposure risk population. Any staff or faculty that display signs or symptoms of illness will be directed to refrain from accessing campus until safe to do so by their personal health care provider.

Operational Re-Entry Category	Campus Status	Building Access	On-Campus Services	Academic Activities
CLOSED	Closed	All buildings closed	No on-campus services	Online / or Suspended
RESTRICTED	Partially Closed Open to staff only	Restricted Building Access	Some on-campus services	Online Phase 1 programs on campus
LIMITED	Partially Open	Limited Access / Some buildings open	Most on-campus services available	Online / Limited on-campus learning

ADMINISTRATIVE CONTROLS

The importance of personal health and safety dictates the need to establish institutional standards for infection prevention for all campus community members. Protecting faculty, staff and students is possible by a unified commitment to follow good hygiene and basic infection control practices.

Basic Infection Control Practices:

- **COVID-19 Safety Training.** A safety training must be conducted at all campus locations on the first day of returning to work/class, with weekly updates thereafter, to explain protective measures in place for all workers and students. COVID-19 safety requirements shall be visibly posted at each location. The training video will be located in each appropriate Canvas shell as well as on the PC SharePoint site for employees.
- **Stay home if you are sick** or have signs and symptoms of illness. Daily self-assessment must be an honest assessment of personal health. If you think you are showing signs of illness, practice caution.
- **A social distance** of at least six feet must be maintained by every person at all times.
- **Personal Protective Equipment (PPE).** Provide PPE such as gloves, goggles, face shields, and face mask as appropriate, or required for the activity being performed. Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee and visitor/student at the location. Face coverings will be the responsibility of each individual employee, student, or visitor. If a person is unable to provide a face covering they may contact Campus Safety at (360) 417-6559.

<https://lni.wa.gov/agency/docs/wacoronavirushazardconsiderationsemployers.pdf>

- **Frequently and thoroughly wash hands.** When soap and running water is not immediately available, use alcohol-based hand rubs containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Practice respiratory etiquette.** Cover coughs and sneezes.
- All students, staff and faculty with COVID-19 symptoms are required to stay home until cleared to return to school by a qualified professional; in these instances, documentation must be provided indicating it is safe to return to campus. Individuals with these symptoms or combinations of symptoms must seek medical advice before arriving at campus:
 - Cough
 - Shortness of breath or difficulty breathing
 - Temperature at or above 100.4 degrees Fahrenheit
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

- Signs and symptoms of COVID-19 continue to evolve, please visit the CDC's website-<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Students, faculty and staff who have potentially been exposed to the virus should not come to campus until a 14 day symptom-free quarantine has been completed. Students in this situation should contact their academic advisor immediately.
- Students who are high-risk, or who have family members who are high-risk, may opt to be in a 100% online class or take a leave of absence, depending on the course and availability.
- Anyone who is not a prospective student, member of the student body, faculty, staff, or delivering supplies to the campus will not be permitted to enter the premises.

With the aggressive and unique nature of a pandemic outbreak, there is a need to assess implementation of more advanced infection prevention practices on campus. The CDC recommends the additional prevention practices below to address the concerns with the coronavirus pandemic outbreak:

- **Cover your mouth and nose with a cloth face cover when around others.** Everyone should wear a cloth face cover when they have to go out in public. Continue to practice social distancing between yourself and others. The cloth face cover is not a substitute for social distancing. The cloth face cover is meant to protect other people in case you are infected.

Additional pandemic outbreak administrative control recommendations from the Federal Occupational Safety and Health Administration (OSHA) are as follows:

- **Minimize contact** among workers, clients, and customers by replacing face-to-face interactions with virtual communications and implementing telework if feasible.
- **Establishing alternating days or extra shifts** that reduce the total number of employees and students in a facility at a given time, allowing them to maintain distance from one another while maintaining a full on-site work.
- **Discontinuing nonessential travel** to locations with ongoing COVID-19 outbreaks.
- **Provide up-to-date COVID-19 education** for workers on COVID-19 risk factors and protective behaviors.
- **Train workers on use of protective clothing and equipment** if required to use as part of their employment. Training shall include how to put it on, use/wear it, and take it off correctly, including the context of their current and potential duties.

ENGINEERING CONTROLS

Engineering controls involve isolating employees from work related hazards. Implementing these types of controls helps reduce exposure to hazards without relying on worker behavior and be the most cost-effective solution to implement. Engineering controls for COVID-19 include:

- **Increasing ventilation to interior spaces** such as opening windows/doors and changing settings on HVAC system.
- **Installing physical barriers**, such as clear plastic sneeze guards.

Additional engineering controls in the campus environment include:

- **Implement social distancing seating** where able. This could include adjusting current classroom occupancy; modifying furniture arrangement in classrooms, offices, and common spaces; and/or designating a new use for some spaces.
- **Implement social distancing standing** where able. This could include use of floor markings or stanchions as social distance markers.
- **Evaluate building occupancy.** If necessary, implement measures to minimize building occupancy to support the efforts of social distancing, especially in public corridors and common spaces.

CLASSIFYING WORK EXPOSURE RISK

Administrative and engineering controls assist in minimizing risk of exposure to the pandemic virus. The effectiveness of these controls improves with each layer of protection added. Coupling administrative and engineering controls with employee risk, will maximize prevention efforts for the campus.

Worker risk of occupational exposure to COVID-19 during a pandemic outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be or suspected of being, infected with COVID-19. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.



Very High Exposure Risk (Red)

Very high risk exposure jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category are **healthcare workers** (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients or morgue employees.

High Exposure Risk (Orange)

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Workers in this category include healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients; medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles; and mortuary workers involved in preparing bodies of people known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk (Yellow)

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission, workers in this category may have contact with the general public (e.g., *schools*, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution) (Blue)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

EMPLOYEE EXPOSURE RISK PROTECTION

The “basic infection control practices”, as detailed on page 7 of this plan, **are applied to all on-campus job positions and duties at Peninsula College.**

Advanced infection control practices may be applied by job function; operational re-entry level; and/or government directive.

The following job assignments have been identified as having functions that may elevate exposure risk and may require additional personal protective equipment while performing specific tasks:

Required to perform individual tasks that increase risk of exposure routinely

- Disabilities Services
- Custodial
- Health Professions Faculty and Staff
- Maintenance
- IT
- Athletic Trainer(s)
- International Programs
- Safety and Security
 - First Aid is considered a high exposure risk therefore will be performed with an abundance of caution – often times giving direction from a 6 foot distance.
 - CPR is considered a very high exposure risk therefore an immediate call to 911 will be placed - seeking guidance from the 911 dispatcher.

Perform work in areas with high volume of person-to-person interaction

- Bookstore (Cashier)
- Cashier
- Entry and Advising (Front Line)
- Financial Aid (Front Line)
- Helpdesk
- Registration & Student Life (Front Line)
- Library & Tutoring (Front Line)
- Childcare/education (Front Line)
 - Childcare guidelines fall under Washington State Health Department.

If an employee feels that they are at increased risk but are not included above, they should contact Human Resources to evaluate needs to address their concerns.

In the event that an employee or student is more comfortable providing their own personal protective equipment for advanced infection control practices, the equipment must be approved by the Director for Safety and Security to ensure it meets ANSI (American National Standards Institute) requirements.

INDIVIDUAL ELEVATED RISK: NON-WORK RELATED

Some individuals may fall in to the high risk population as identified by the CDC. Employees who are considered high risk should communicate their concerns directly with their individual supervisor and / or human resources.

Per the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older.
- People who live in a nursing home or long-term care facility.

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma.
- People who have serious heart conditions.
- People who are immunocompromised.
 - o Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher).
- People with diabetes.
- People with chronic kidney disease undergoing dialysis.
- People with liver disease.

All privacy rules and regulations as per HIPAA (Health Insurance Portability and Accountability Act) are followed. Disclosure of personal health conditions are not required, but any staff medical accommodations may require confirmation from professional healthcare provider.

EMPLOYEE PREVENTION EDUCATION

- Employees should [take steps to protect themselves](#) at work and at home. Older people and people with serious chronic medical conditions are at [higher risk for complications](#).
- Stay home if you are sick, except to seek professional medical care. Learn [what to do if you are sick](#).
- Inform your supervisor if you have a sick family member at home with COVID-19. Learn [what to do if someone in your house is sick](#).
- Follow campus policies and procedures related to the pandemic outbreak and actively apply “**basic infection control practices**”.
 - **Stay home if you are sick** or have signs and symptoms of illness. Daily self-assessment must be an honest assessment of personal health. If you think you are showing signs of illness, practice caution.
 - **Frequently and thoroughly wash hands for at least 20 seconds**. When soap and running water is not immediately available, use alcohol-based hand rubs containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - **Practice ‘respiratory etiquette,’** including cover coughs and sneezes. Learn more about [coughing and sneezing](#) etiquette.
 - **Routinely clean and sanitize** frequently touched surfaces. Don’t forget to include your keyboard, mouse and telephones. Learn more about sanitizing and disinfecting areas [here](#).
 - **Wear face covering**. Face Coverings must be worn at all times in the presence of one or more people while on campus. When working alone in an outdoor setting, in an office, building or classroom, or walking outdoors. It is encouraged that you keep your face covering on you at all times. <https://youtu.be/tPx1yqvJgf4>
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding crowds, [large gatherings](#) and maintaining distance (approximately 6 feet) from others when possible.
- Encourage virtual meetings over face-to-face meetings.

SMOKING AND VAPING

All smoking and vaping areas will remain closed during Phase 1 requirements. Because the college cannot ensure a social distancing plan within these small areas employees, students, and visitors must refrain from smoking on college property unless inside personal vehicles or off college owned or maintained roads or sidewalks.

PROGRAM SPECIFIC PLANS

Here is the link to the plans:

<http://inet.pencol.edu/instruction/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Finstruction%2FShared%20Documents%2FCOVID%20Plans%2D%20Instructional%20Programs&FolderCTID=0x0120005719D4AC403EC04E9372DB301B561D13&View={4C5FE58A-3AF5-4CC9-A6CA-1214EB35D045}>

All Plans subject to change as the State guidance changes.