

COVID-19 Operations Plan



Clover Park Technical College – Safety/Security/Emergency Management

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The policies and procedures outlined in this plan are subject to change. This is a living document and will be updated as new information is made available.

Overview

This plan is intended to guide CPTC in the continuation of campus operations during the COVID-19 Pandemic. [Proclamation 20-12.4 Higher Education](#), lists the minimum protocols that higher education institutions must follow to hold in-person instruction and services. This plan is based on those requirements and on information available from the Centers for Disease Control (CDC) and the Washington State Department of Labor & Industries (L&I) and is subject to changes based on those same entities or on operational needs. Any revisions to this plan will be communicated to staff and students. The current version of this document is available on the College's website: [Covid-19 Operations Plan](#)

Responsibilities

It is the responsibility of all employees and students to assist with prevention efforts while on our campuses. If students have specific questions about this plan, they should ask their instructor(s). Employees should pose plan specific questions to their supervisor and/or Lisa Beach, Executive Director of Operations. Additionally, each campus will have one or more designated COVID-19 Supervisor(s). A supervisor will be available during all work and class hours, as well as during any activities. Both campuses will provide the names and contact information for COVID-19 supervisors.

- Lakewood COVID-19 Supervisor: Lisa Beach
- South Hill COVID-19 Supervisor: Greg Doyon

Vaccinations and Exemptions

All **students** who participate in or attend courses, operations, or other activities in person must attest to their vaccination status by providing the dates of each dose of a Covid-19 vaccine (Pfizer-BioNTech, Moderna, or Johnson & Johnson (J&J)/Janssen) or request a medical or religious exemption. Fully online students who will have no physical presence on either of the CPTC campuses are exempt from this requirement.

For purposes of this policy, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine Pfizer-BioNTech or Moderna or two weeks after they have received the single-dose COVID-19 vaccine Johnson & Johnson (J&J)/Janssen. A procedure to verify the vaccination status of students was implemented which allows for verification of the vaccination status of all students via an electronically signed self-attestation from the student. Student self-attestations must include the following information:

- The dates when each dose of the COVID-19 vaccine was administered to the student;
- Language stating that the student is attesting to the truthfulness of their self-attestation and will be subject to disciplinary action if their self-attestation is determined to be untruthful in violation CPTC's student code of conduct; and

▪Language stating that the College and state and local public health officials may require further verification of the student’s vaccination status, including observing the student’s CDC vaccination card, state immunization information system record, or other documentation.

Per proclamation 21-14.1, as a condition of employment, all **employees** of CPTC must be fully vaccinated for Covid-19 by Monday, October 18, 2021. A procedure has been implemented to validate employees’ vaccination status or permit employees to declare their interest in a medical or religious exemption request which will be reviewed by Human Resources. A similar process is being designed for contractors and volunteers.

Visitors to one of the CPTC campuses or patrons of a realistic training enterprise on campus, will be exempt from these requirements but will be required to complete the online health attestation and proceed to a building check-in location for a required temperature check.

Personal Protective Equipment (PPE) and Engineering Controls

CPTC will provide personal protective equipment (PPE) as appropriate or required for work on campus and specific activities in program labs.

Every student, staff member, and faculty member is required to wear a face covering at all campus locations in accordance with the Secretary of Health’s face covering order 20-03.4 and to comply with any applicable L&I workplace safety requirements.

The following baseline PPE and protection supplies will be supplied: a cloth facemask, limited disposable facemasks (for visitors, contractors, or employees and students who may forget one), program specific PPE, a sneeze guard or germ barricade for public facing employees and on-campus services only when the 3’ separation cannot be managed. If an employee, program or department believes additional items are needed to operate, an approval from the appropriate Executive Team member is necessary. Additionally, employees and students can request items as a part of a documented accommodation.

Physical Distancing

Whenever possible, physical distancing of at least 3 feet of separation is encouraged.

Hygiene and Sanitation

Soap and running water will be provided at all locations throughout the College for frequent handwashing. The college will post signage displaying preventative guidance for hygiene. Alcohol-based sanitizers will be provided but are not a replacement for soap and running water handwashing. Disinfectant will be made available throughout the campuses and cleaning supplies provided. Custodial staff have been trained on proper disinfecting as a part of their regular work. If an employee or student feels sick and leaves an area, that area will be vacated and immediately disinfected upon notification to Operations staff.

The following baseline items will be provided by the College: a refillable hand sanitizer for each employee, a disinfectant spray and paper towels or disinfecting wipes for each classroom and

office, a sanitizer wipe station in each building (similar to what is seen at grocery stores near the carts), and a cleaning cart for each building containing (disinfectant wipes, disinfectant spray, paper towels, hand sanitizer and a no-touch trash can).

Symptom Monitoring and Reporting

CPTC has developed a policy for employees and students specific to COVID-19. This policy governs staying home when sick, leaving school/work when sick, what to do if an individual has been in contact with a confirmed positive case and what to do if one develops specific symptoms. Failure to comply with this policy may result in disciplinary action. Those who refuse to come to work due to concerns related to campus safety will need to interact with Human Resources and Payroll & Benefits to identify alternative arrangements. Employees maybe able to use general leave, special leave, unemployment benefits etc. Employees will need to work directly with Human Resources and Payroll & Benefits to determine what options are available to them.

All employees, students and visitors must complete a daily health screening online. This online documentation will be retained following state guidelines. Anyone with a temperature of 100.4 degrees or higher will be considered to have a fever and sent home or not allowed to enter campus. Screening forms are available online.

Self-reporting of positive COVID-19 tests is required. These reports will allow us to inform others of possible exposure and will provide information for contact tracing. You may self-report at this email address COVID19info@cptc.edu or call 253.589.4317.

Adherence to this plan and college policy is required and non-compliance subject to disciplinary action.

Travel

There is no travel advisory in place at this time. CPTC asks people who have traveled outside of Washington State to comply with the [U.S. Centers for Disease Control and Prevention's \(CDC\) current COVID-19 travel advisory guidance](#).

Training

COVID-19 safety training is provided for staff, students, potential students, contractors and visitors. The training can be found on the CPTC website. This training will provide explanations about the protective measures in place at CPTC as well as the following information:

- signs, symptoms and risk factors.
- prevention of the spread of the virus.
- hygiene.

Exposure Response Protocol

Employee/Student/Visitor Exhibits Symptoms: If an employee/student/visitor exhibits COVID-19 like symptoms they should not come to campus. They should seek medical guidance and remain home. A return to campus can happen after:

- *10 days since symptoms first appeared AND
- *24 hours with no fever without the use of fever-reducing medications AND
- *Other symptoms of Covid-19 are improving. Loss of taste and smell may persist long after recovery and need not delay the end of quarantine.

Employees and students must contact their Instructor/Dean/Director/Supervisor to inform them of symptoms. Employees are required to obtain a doctor's note clearing them to return to work. If the symptoms appear at work/on campus, the Dean/Director/Supervisor/Instructor will direct the individual to leave. In both instances (symptoms before and after arrival), the Instructor/Dean/Director will notify Human Resources.

Testing Positive for COVID-19: Employees or students who test positive for COVID-19 will be directed to self-quarantine or isolate away from campus. They may return to campus when at least 10 days have passed since the first positive test and they have not suffered subsequent illness. They must contact their Instructor/Dean/Director/Supervisor to notify CPTC of a positive test. Documentation will be required for returning to work or school. After notification to Human Resources by the positive individual, their supervisor/instructor or the Tacoma Pierce County Health Department, the CPTC Emergency Team will begin contact investigation.

Potential Exposure/Close Contact: If employees or students come into close contact with a positive individual or one exhibiting symptoms but awaiting test results, they will be directed to self-quarantine for 14 days from the last date of close contact with the individual. However, anyone who has had close contact with someone with Covid-19 and meets the following criteria does NOT need to stay home.

*Someone who has been fully vaccinated and shows no symptoms of Covid-19 OR

*Someone who has had Covid-19 within the previous three months AND

Has recovered, AND

Remains without Covid-19 symptoms.

Per the CDC close contact is:

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset. An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

Investigation Process: The Emergency Team, will coordinate with Tacoma Pierce County Health Department or Washington State Department of Health regarding workplace communication and contact tracing.