

COVID-19 Exposure Control, Mitigation, and Recovery 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 resuming campus operations during the 2020 COVID-19 Pandemic. Higher education is considered an essential service under the Washington Governor's Stay Home, Stay Healthy order. During the state's phased opening approach, there are requirements of higher education institutions that wish to provide limited lab courses on campus. This plan is based on those requirements and on information available as of May 19, 2020 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. The plan will be posted at each location where instructional activity occurs along with a commitment of adherence signed by the College President. The current version of this document is available on the College's website: <http://www.cptc.edu/risk/occupational-health-safety>.

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 the Office of Compliance. Additionally, each site 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 post written notice of the work/lab activities taking place, and the names and contact information for COVID-19 supervisors. Building supervisors and building monitors will also be available.

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

Personal Protective Equipment (PPE)

CPTC will provide personal protective equipment (PPE) as appropriate or required for specific activities in campus labs. In addition, the following will be provided:

- Face coverings will be provided and must be worn at all times by every employee and visitor/student at the location. Each employee and student will be provided a mask to be worn at all times on campus. Working alone in a private office or being alone outside will not require wearing a mask. Employees and students will be allowed to wear a school/work appropriate face covering of their own. Visitors may also wear their own face covering, provided it covers both the nose and mouth.
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

The following baseline PPE and protection supplies will be supplied: as mentioned above-a cloth facemask, limited disposable facemasks (for visitors or employees and students who may forget one), program specific PPE for approved program labs, a sneeze guard or germ barricade for public facing employees only when the 6' separation cannot be managed. If an employee, program or department believes additional items are needed to operate, an approval from the

appropriate Vice President is necessary. Additionally, employees can request items as a part of a documented accommodation.

Social Distancing

Social distancing of at least 6 feet of separation must be maintained by every person at all times. Students and employees will take breaks and lunch in shifts. Only one individual at a time will be allowed in restrooms and arrival and departure by both employees and students will follow social distancing guidelines. The college has identified areas that pose a higher risk such as those where people would normally congregate. Changes in furniture location, applications of physical barriers, markings placed on floors, and limits on the number of individuals in any one location are ways that we will maintain this required 6-foot separation. All in-person meetings should be limited. To the degree possible, meetings should be held via telephone or online.

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. Staff and students will frequently clean and disinfect high-touch surfaces throughout the day. 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 by Facilities 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, tissue 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. Additionally, if an employee feels it is unsafe to work, they may remove themselves from the location. This action will necessitate involvement of Human Resources and Payroll & Benefits. Employees may be 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. CPTC's Covid-19 leave policy can be found on the [staff intranet](#).

All employees and students must complete a daily health screening using online documentation and in-classroom or office resources. Anyone with a temperature of 100.4 degrees or higher will be considered to have a fever and sent home or advised not to enter campus. Screening

forms will be made available online in the future. Classrooms and departments will be supplied with no touch or no contact thermometers for taking temperatures.

Per Washington State guidelines, any person who has travelled outside of Washington State, Oregon, or Idaho must self-isolate for a period of 14 days before being eligible to enter campus for any reason, including work, class, or events.

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.

Daily attendance logs will be required for all buildings and departments. The log will contain the Date, Time, Name of Student/Employee/Visitor, email address and contact phone number. A template of the log will be made available for download in the future.

Training

COVID-19 safety training will be conducted at both campuses on the first day of returning to work/class, and weekly thereafter. Attendance will be taken and social distancing will be observed. The training can be found on the CPTC website in the future. 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 must remain home until symptom free (72 hours – 3 full days) without the use of symptom-altering medications and at least 10 days have passed since symptoms first appeared. 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 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. After notification to Human Resources by the positive individual, his/her supervisor/instructor or the Tacoma Pierce County Health Department, Human Resources will advise the CPTC Emergency Team to 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. Close contact is defined as within 6 feet for more than 15 minutes.

Investigation Process: Human Resources will coordinate with Tacoma Pierce County Health Department or Washington State Department of Health regarding workplace communication and contact tracing. In conjunction with the State Board for Community and Technical Colleges, Human Resources and the Public Information Officer will develop messaging for stakeholders.