

COVID-19 Safe Back to School 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 2020 COVID-19 Pandemic. Higher education is considered an essential service under the Washington Governor's Stay Home, Stay Healthy order. [Proclamation 20-12.2 Higher Education](#), lists the minimum protocols that higher education institutions must follow to resume 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: [Safe Back to School 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 the Office of Compliance. 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. 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) and Engineering Controls

CPTC will provide personal protective equipment (PPE) as appropriate or required for work on campus and specific activities in program 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>
<https://lni.wa.gov/forms-publications/F414-168-000.pdf>

The following baseline PPE and protection supplies will be supplied: a cloth facemask, limited disposable facemasks (for visitors 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 6' 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

Physical 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. Arrival and departure by both employees and students will follow physical 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 and markings placed on floors are ways that we will maintain this required 6-foot separation. All in-person meetings should be limited and to the degree possible, held via telephone or online. If physical distancing is not possible, we have implemented engineering or other controls to minimize exposure. For instructional labs, program specific Covid-19 plans will outline these controls.

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 and shared 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. 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 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.

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.

Nonessential travel should be avoided and any high-risk travel (as defined by the CDC), i.e. international, will require a period of self-isolation.

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.

Training

COVID-19 safety training is required for staff, students 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 until symptom free (72 hours – 3 full days) without the use of symptom-altering medications and until 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 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, 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. 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 (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.*

Investigation Process: Through the Emergency Team, 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.