Winter 2021 Facilities Re-Entry Plan

Cascadia College will run a limited number of lab-based courses on campus during Winter 2021.

All other courses and all student and professional services will be offered through remote modalities, with some offices providing limited on-campus support.

Employees whose presence on campus is not required in order to perform their jobs are encouraged to work remotely.

Per Governor Inslee’s Proclamation 20-12.1 issued for Higher Education – Fall 2020, prior to recommencing higher education and workforce training programs, all schools are required to:

- Adhere to all federal, state and local public health and workplace safety requirements;
- Develop comprehensive plans (“Safe Back to School Plan”) based on the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group. The plan must meet all standards for reopening in accordance with federal, state and local health requirements (to include Safe Start proclamations and guidance), and make available a copy of these plans at each location on campus;
- Follow state return to work guidance to include allowing work from home for operations able to be performed remotely.
- Adhere to state and federal law for health and workplace safety during COVID-19 including state "Safe Start" guidance and State Department of Labor & Industries guidelines.

The safety and health of all students and employees is Cascadia’s highest priority. College leadership has worked to meet or exceed all requirements issued by the Governor’s office, the State Department of Health (DOH), the Department of Labor & Industries (L&I), and King County Public Health (KCPH) per worksite safety. This plan addresses all requirements of State Proclamation 20-12.1 and additional
guidance provided in the Campus Reopening Guide. Additionally, Cascadia will follow all guidance issued by the Washington State Department of Labor & Industries regarding workplace safety during COVID-19. (See Appendix K)

Bolded content is quoted directly from the proclamation. This plan will be updated to reflect any new state or county requirements. The most recent version of the plan will be available Mobile at www.cascadia.edu/coronavirus
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GUIDING PRINCIPLES

1. Protect the health and safety of every Cascadia employee, student, and visitor

2. Base decisions on the best available science (UW, King County Public Health, Washington State Department of Health)

3. Meet all legal responsibilities (use Phase 2 Higher Education & Workforce Training Covid-19 Safety Requirements as guiding document)

4. Seek feedback from and work to address employee concerns (using councils, labor relations groups, and assemblies identified for this purpose)

5. Communicate Re-Entry Plan with all stakeholders via multiple platforms as soon as possible

6. Be flexible in order to respond to changing requirements from the state and county
RETURN TO THE WORKPLACE

Maintain minimum physical distancing whenever possible of six feet between all on campus personnel, including with visitors, and where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure.

Physical Distancing

General
The acquired knowledge to date points to physical distancing as one of the most effective methods for preventing the spread of COVID-19. Cascadia has taken measures to help make sure the 6-foot distancing rule is maintained. Some spaces, such as some labs, will allow for infrequent and intermittent passing within 6-feet. Employees who can work from home are asked to do so to minimize the number of potential interactions. (See Face Covering & Physical Distancing Policy in Appendix I.)

Cascadia plans to locate all winter quarter activities in CC1/2. LBA and CC3 will be closed to the public at all times during fall quarter, with the possible exception of occasional use of Mobius Hall for larger groups.

Potential Bottle Necks and High Traffic Areas in CC1/2
The following areas have been identified as potential high-risk locations that will be addressed using a variety of methods including barriers, signage and markings, furniture placement, and established traffic flow patterns.

Building Entrances
- CC1/2 at lower level; as needed at CC3 when Mobius Hall is in use for large groups
- Floor markings outside entrance to maintain line distancing and establish traffic flow patterns
- Check-in stations at building entrances
- Door monitors posted at check in stations to align with class start times
- Signage

Elevators
- Limited capacity
- Floor markers for line distancing
- Signage

Main Stairwells
- Floor markers to divide up vs. down and establish traffic flow patterns
- Signage
Vistas and Break-Out Areas
- Signage
- Furniture reduction
- Increase spacing between computers
- Disable computers as needed to ensure physical distancing by shrink wrapping

Restrooms and Drinking Fountains
- Signage outside: occupancy limit, masks, cleaning schedule
- Signage inside: proper handwashing steps, safe disposal of waste
- Drinking fountains will be disabled

CC1 Welcome Desk (the Welcome Desk will not be staffed during fall quarter)
- Floor markers for line distancing
- Custom plexiglass
- Signage

Kodiak Corner Lobby (Kodiak Corner will not be staffed during fall quarter)
- Floor markers for main desk line distancing and to establish traffic flow patterns
- Custom plexiglass for main desk
- Signage
- Furniture reduction and re-arrangement
- Increase spacing between computers and sign in kiosks

Tech Help Desk
- Floor markers for line distancing
- Custom plexiglass
- Signage

International Programs Front Desk
- Floor markers for line distancing
- Custom plexiglass
- Signage

Bock Learning Center
- Floor markers for line distancing at both entrances
- Floor markers for traffic flow patterns inside
- Custom plexiglass for check in at both entrances
- Signage
- Furniture reduction and re-arrangement
- Disable computers as needed to ensure physical distancing by shrink wrapping
- Tape floor markings for traffic flow patterns

Classrooms and Labs
Classroom and lab layouts adhere to physical distancing requirements (see Appendix A)

1. Furniture removal and re-arrangement
2. Tape floor markings for traffic flow patterns (necessary in labs)
3. Signage
4. Custom plexiglass for podiums with knobs installed for IT access
5. Gloves for students and staff in all science and tech lab spaces

Employee Workspaces and Offices
Department Supervisors should assess needs for each area. Cascadia Facilities is available to consult if needed.

1. Use standard desktop plexiglass as indicated by supervisors for employees who meet with students/clients. Request from Facilities.
2. Floor marking for traffic flow patterns as needed. Request marking tape from Facilities.
3. Department staffing schedule to avoid close contact (note: this is especially critical in shared offices)
4. Furniture reduction and re-arrangement as needed

CC3 and LBA
These buildings will be closed to the public in fall quarter. They will be prepared for occupancy in future quarters by modifying classrooms, open spaces, adding floor markings, signage, and plexiglass as needed.
HEALTH & SAFETY

Provide students and personnel with PPE such as gloves, goggles, face shields, and/or masks as appropriate or required for students/personnel not working alone (e.g. any public-facing job and/or those whose responsibility includes operating within physical distancing limits of six feet), and shut down or suspend any activity if PPE cannot be provided.

Note: Follow WA Labor and Industries guidelines for masks: https://www.lni.wa.gov/forms-publications/F414-168-000.pdf. Use disposable gloves and other Personal Protective Equipment (PPE) where safe and applicable to prevent transmission on shared items.

Face Coverings
Facial coverings are required inside Cascadia buildings whenever other people are present and outdoors on the campus whenever it is not possible to maintain 6-foot distancing. This includes parking lots and garages, bus stop, pathways, grassy areas, benches, building entrances and exits, etc. Masks with vents are not allowable. (See Appendix I Face Covering and Physical Distancing Policy)

Face masks must be worn at all times. Failure of employees/students to comply with face mask requirements will result in employees/students being sent home, except where medically excused. As of July 2020 guidance is that people working in cubicles should wear masks if other employees are present.

Distribution
1. Employees will be provided PPE that meets or exceeds the state L&I and UW Environmental Health & Safety Workplace guidelines. (See Appendix G)
2. Every employee will be provided at least one mask at no cost, first according to role and second to preference. Cascadia has stocked a variety of masks: cloth, standard N95, and face shields. (See Appendix G for more information)
3. Masks will be distributed to employees through Deans and Directors. (See Appendix F for request and distribution information)
4. Masks will be distributed to students through their classroom instructors and will be available at check-in stations.
5. Students and employees will be responsible for cleaning their own masks.
6. Masks should not be shared.

Proper way to wear a mask

Putting it on:
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not use for children under the age of 2

**While it’s on:**
- Don’t place the mask around your neck or on your forehead
- Avoid touching the mask and wash your hands if you do

**Taking it off:**
- Handle only by ear loops, head loops or ties
- Be careful not to touch your eyes, nose, and mouth when removing
- Wash hands immediately after removing

**Medical Exemptions**
1. Employees who cannot wear masks for medical reasons should contact Cascadia HR at humanresourcesand payroll@cascadia.edu
2. Students who cannot wear masks for medical reasons should contact Cascadia’s Disability Support Services at disabilities@cascadia.edu

**Enforcement**
The Face Covering Policy is enforceable under Employee Conduct Code, Student Conduct Code, and state law. Any individual on campus has authority to ask individuals to comply with policy. College employees can refuse service to non-compliant individuals and ask them to leave. Campus Safety officers can assist with non-compliant individuals but will not physically remove them from buildings unless they are posing an imminent safety threat. Violators are subject to immediate suspension from work or classes.
Hygiene
Implement and maintain frequent and adequate hand washing policies and include adequate maintenance of supplies.

Use disposable gloves and other Personal Protective Equipment (PPE) where safe and applicable to prevent transmission on shared items.

Handwashing
Wash hands frequently on campus and at home.

- Wash hands frequently using soap and warm water for at least 20 seconds. Use hand sanitizer with a minimum of 60% alcohol content if water is not available.
- Wash hands before and after food prep and before eating
- Wash hands after using the restroom, coughing or sneezing, using the toilet, handling garbage, caring for sick people, coming into contact with high-touch surfaces
- Wash hands before and after wearing face covering

Other Best Practices
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick. Stay home if you are sick.
- Cover your mouth and nose with your elbow or tissue when coughing or sneezing. Immediately dispose of used tissue in garbage can.

Supplies
Hand sanitizer and garbage cans will be placed in classrooms and labs, help desks, welcome desks, office areas, and work areas. Supplies will be replaced by Cascadia Facilities.

Wall-mounted sanitizing pumps will be located throughout the buildings and will be monitored and refilled by campus custodial staff.

Free standing hands-free pumps will be located at building entrances and in high traffic areas such as Bock Learning Center and Kodiak Corner.

Soap and running water is available in every restroom. Soap will be replenished by campus custodial staff on a daily basis.
Cleaning and Disinfecting

Implement and maintain adequate sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales).

Daytime

- Interior and exterior high-touch areas such as door handles, railings, counters, elevator and vending machine buttons, and restrooms will be disinfected by custodial staff throughout the day.
- Each classroom will be equipped with a cleaning kit that contains a spray bottle with a solution of Oxivir Five 16 and/or Oxivir disinfectant wipes, glasses, gloves, paper towels, hand sanitizer, and instructions for use. Since custodians will only be able to clean classrooms at night, faculty and students will be responsible for using the supplies to clean their own areas before leaving the classroom. Faculty will clean light switch and door handles.
- Public spaces and office suites will also be supplied with cleaning kits. Employees will be responsible for daily cleaning of staff and personal areas between uses since custodial staff will not be able to clean offices and suites on a daily basis. This includes surfaces in breakrooms, meeting rooms, and common areas included but not limited to:
  - Tables
  - Hard-backed chairs
  - Door knobs
  - Light switches
  - Telephones
  - Personal work stations
  - Counter tops
  - Sinks and faucets
  - Tools and equipment
  - Microwaves
  - Keyboards
  - Steering wheel, seatbelt, and car door handles in college vehicles
- As cleaning kit supplies run low, please contact UW Bothell Facilities according to label on kit.

Overnight

- All classrooms, restrooms, and public areas in use (including upholstered furniture) will be cleaned and disinfected nightly by custodians using Oxivir Five 16. The disinfectant will be applied by spray bottles and cloth on hard surfaces, and by Check Mate electrostatic cleaning sprayers set at 40 micron droplet size on soft surfaces. Computers and monitors will be wiped down with microfiber cloths that have been sprayed with Virex II 256.

(See Appendix C for product details, list of approved products for fighting COVID pathogens, and custodial cleaning schedule.)
Employee Health and Symptom Monitoring

Require that students and personnel stay home and seek medical or local public health guidance if they are experiencing any known symptoms and to remain isolated until diagnosis and next steps are clear.

Require that students and personnel self-quarantine or isolate per local public health guidelines if they are confirmed to have COVID-19 or have been exposed to confirmed case; Refer to guidance from the Washington State Department of Health: https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf;

Develop response protocols for students, personnel, and visitors reporting symptoms and/or are confirmed to have COVID-19;

Implement and maintain a self-certification program through which students and personnel are asked to self-certify that they have experienced no COVID-19 symptoms since last visit to campus facility.

Check-in Stations
Check-in stations will be established and staffed during building hours at the entrances to CC1/2, and at CC3 when Mobius is in use. Each station will be staffed by at least one door monitor that is equipped with a mask, a face shield, gloves, and a radio. The door monitor will check smart phones to verify that all people entering have checked in using the Healthy Campus Mobile Tool. (See Appendix H for information about the Healthy Campus Mobile Tool.) The check-in station will also include a hand sanitizing area, and will supply alternative (paper) health attestation and building entrance forms for anyone who does not have access to a smart phone. A no-touch thermometer and extra face masks will also be available at the check in for anyone who does not have one.

Daily Health Attestation
Cascadia employees, students, and visitors must fill out a daily health attestation using the Healthy Campus Mobile Tool every time the individual comes to campus. All employees and all students registered for in-person classes will automatically receive an Mobile form via email. Please fill out the form if you are coming to campus that day. If you are not coming to campus, you do not need to fill out the form.

People who are sick or experiencing even mild symptoms of illness, must stay home, or go home if symptoms manifest while on campus. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until they have been evaluated by a healthcare provider. Symptoms include:

- Fever or chills (temperature of 100.4°F or higher)
- Cough
- Shortness of breath or difficult breathing
- Fatigue
- Muscle aches, body aches, or headaches
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea
Procedures for Sick Employees or Students

We depend on people to report when they have a confirmed or suspected case of COVID-19. The presence of one or more of the symptoms listed above does not definitively indicate COVID-19 but if an employee or student becomes ill with the symptoms listed above while on campus or at home, they should take the following steps:

**Go home or stay home and isolate.**

**Get tested and/or contact health care provider and follow instructions.**

**Report positive or suspected cases of COVID-19 to covidreporting@cascadia.edu.**  
The identity of the reporting person will be kept confidential.

When to Self-Quarantine

Self-quarantine occurs when you have had close exposure with someone who is sick with COVID-19. You should self-quarantine at home for 14 days, which is the period of time during which symptoms could occur after contact. Do not go to work, school, or public places. What constitutes close contact?

- You were within 6 feet of someone who is COVID positive for at least 15 minutes over a 24-hour period
- You provided at home care to someone who is COVID positive
- You had direct contact – touched, kissed, hugged, or shared eating or drinking utensils – someone who is COVID positive
- Someone who is sick with COVID coughed, sneezed, or otherwise transferred respiratory droplets on you
When to Isolate

Even if you have mild symptoms you should stay home and away from other people if you have been diagnosed with COVID-19 or were exposed to someone who is COVID positive and subsequently develop symptoms.

- If you test positive for COVID but have not had any symptoms, you can end home isolation when:
  - At least 10 days have passed since the date of your positive COVID test and you have had no subsequent illnesses.

- If you have confirmed or suspected COVID and have symptoms, you can end home isolation when:
  - It has been at least 10 days since the symptoms first appeared, your symptoms are improving, and you have been free of fever for at least 24 hours.

College Response and Reporting

In the event of a known COVID case in our populations, Cascadia will take the following steps in conjunction with the King County Public Health Department (KCPHD):

- Report case or exposure to KCPHD.
- Work with UW EH&S to evaluate and coordinate cleaning and disinfecting of college facilities based on the Enhanced Cleaning and Disinfection Protocols (see Appendix C).
- Provide KCPHD or contact tracing agency with relevant information collected via Return to Campus app or covidreporting@cascadia.edu (as requested).
- KCPHD or other agency will perform contact tracing. If an agency is not available to perform contact tracing, the college/campus will contact individuals at risk.
  - The identity of sick or exposed individuals will not be publicly disclosed. It remains confidential to Cascadia employees charged with leading the response and the KCDPH.

The Healthy Campus Mobile Tool has a feature that will be activated in the event of a confirmed case where anyone may have been exposed. It will notify everyone who checked into campus during the contagion period and direct them with next steps.

A room will be identified in CC1/2 as a sick room in the event an individual must temporarily quarantine until they are able to get a ride home.

Employee Assistance

Cascadia Human Resources (HR) provides resources for employees. Employees should work with their HR Specialist to:

- Discuss leave options
- Discuss guidance and protections for high-risk personnel
- The college is requested to refrain from requesting a doctor’s note to excuse any absences
APPENDIX A: CLASSROOM, LAB, AND OTHER LAYOUTS

Sample for large and small standard classroom

CC1-102 and 110 are small classrooms that can accommodate 15 students with required physical distancing. If they are combined they represent a large classroom in CC1/2 that can accommodate 30 students.
Mobius Hall
The diagram shows a set-up for 75 people. The number could be increased by adding seats in gallery and/or filling the aisle.
APPENDIX B: COMPREHENSIVE COMMUNICATION AND TRAINING PLANS

Post visible entry point signage for students, personnel, and visitors describing shared on campus responsibilities, to include guidance regarding proper hygiene and sanitization, physical distancing and PPE guidance, staying home if feeling sick, information on how and when to report concerns, and other information as appropriate or required.

Communicate the Safe Back-to-School Plan to all students and personnel including any future modifications.

Communications

Campus COVID-19 safety guidelines and re-entry plan will be communicated to all stakeholders through email, cascadia.edu, go.cascadia, social media platforms, and on-campus signage.

What to Know for Anyone Coming to Campus

- Students should come to campus only if they are attending a class or have made a special appointment. All student support services are available Mobile. Staff should follow department plans.
- Everyone will need to fill out forms using a Back to Campus app before they can enter our building. (how it works)
- CC1 and CC2 are the only buildings open on campus. There is one entrance at the lower level off of Campus Way. Use other doors to exit the building.
- Students and employees must pass through the check-in station at this entrance. (how it works)
- Masks are required at all times. Faculty who teach in-person classes will receive masks to distribute to students. Employees who are working on campus will receive masks from their supervisors.
- Hygiene. There is a sanitizing station at the check-in and wall-mounted sanitizing stations throughout the building.
- Signs and floor markers are posted outside and inside facilities to direct traffic, define limits in small spaces, and to remind everyone to wear masks, practice good hygiene, and maintain physical distance. Please follow them.
- Who to contact if you have questions:
  o Contact disabilities@cascadia.edu about student accommodations
  o Contact humanresourcesandpayroll@cascadia.edu about employee accommodations
  o The Back to Campus app will provide a way for you to ask questions or let us know of any problems
- Who to contact if you are sick:
  o Please email covidreporting@cascadia.edu to report any COVID related exposure or diagnosis
  o Students are encouraged to notify their instructors if they are unable to complete assignments due to sickness
  o Employees are encouraged notify their supervisors if they will be missing work

How Students Can Prepare

- Fill out the Healthy Campus Mobile Tool before arriving on campus.
• Try to park away from other cars; if traveling by bus be sure to wear a mask and try to avoid touching handrails, seat backs, and doors.
• Bring a mask if you have one. The college will provide you with a mask if you need one.

How to Prepare for Visitors (Cascadia is still not open to the public. If you are not an employee or a student enrolled in an on-campus course, you must be pre-approved for your visit.)

• Notify pmolina@cascadia.edu or dsullivan@cascadia.edu with a list of individual(s) visiting campus, plus date, time, and location.
• Set-up appointment time with visitor in advance. Notify visitor of college’s mask and physical distancing policies. Send them code to fill out Healthy Campus Mobile form. Meet employees at LL entrance to CC1 and escort them to location.
• Employee should monitor visitors throughout their stay and ensure guidelines are being followed

On campus, now what?
Students, employees, and visitors must adhere to all COVID-19 safety guidelines. Information will be available on the website and signage throughout campus.

Signage
General Building signage will include:

• Face masks and 6-feet distancing required at all times
  o 10-12 – A-Frames for parking garage, bus stop, CC1/2 entrance/open space areas, miscellaneous promenade and Campus Way placement
  o 50 – 11x17 Posters for all building doors, check-in stations, vistas, breakout areas, elevator at each floor, restrooms
  o 30 – 8.5x11 Posters for classrooms, student service areas, and staff areas
• Proper way to wear a facemask
  o 30 – 11x17 – Posters for check-in stations, restrooms
• Proper handwashing and waste disposal
  o 30 – 8.5x11 Posters for restrooms, sanitizer stations, disposal bins
• Exit only/No entrance signs at other doors
• Directional signage
• Maps showing entrance location
• Bathroom capacity limits and special signage re hygiene
• Elevator capacity limits
• Cleaning protocol for break out areas

Website
Information regarding safety and COVID-19 protocols will be available on the website (see link below) for all campus visitors (students, employees, community). www.cascadia.edu/coronavirus

• Re-entry plan
• Safety measures in place
• What to do when on campus / how to visit
• Contact information
Face covering requirements, proper wearing, links to other languages

Training

Educate students and personnel on symptom detection, sources of high risk to COVID19, prevention measures, and leave benefits/policies (e.g., UI for personnel that need to self-quarantine); following any education requirements for employers per state COVID19 Safe Start plan.

Required Training for Students and Employees

*Note that Cascadia is developing its own training to replace the training provided by the state. Once this is available all employees will be informed and this plan will be updated.*

Instructors will lead all students through the provided “Return to Worksite Coronavirus Safety Education” course (see link below) that has been approved by the state Department of Enterprise Services on the first day in the classroom.


Any employee who is coming to campus should review the training beforehand.

Additional Training

Cascadia will provide an additional training based on Johns Hopkins course on Contact Tracing that offers greater detail about transmission, the importance of timely reporting, and contact tracing. It is recommended that all Plan Supervisors, Department Supervisors, and Door Monitors take this training.

Individuals who have responsibility of maintaining health and safety of students and employees in a specific spaces, such as Lab Techs and Department Supervisors, may be interested in registering for a webinar hosted by UW Environmental Health & Safety regarding Developing COVID-19 Prevention in the Workplace.
APPENDIX C: Custodial Cleaning & Disinfecting Protocols and Products

Protocol for COVID Prevention and Disinfecting After Confirmed Case
The University of Washington’s Department of EH&S created this guideline.

COVID-19 PREVENTION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS

June 04, 2020

In alignment with public health recommendations, the University is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The Environmental Health & Safety Department (EH&S) developed enhanced cleaning and disinfection procedures for University units to follow during the COVID-19 public health situation.

1. Enhanced cleaning and disinfection for prevention
2. Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

1. ENHANCED CLEANING FOR PREVENTION

A. General guidance:

i. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as residence hall communal rooms, public restrooms, exercise rooms, library tables, buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

ii. Practice good hand hygiene after cleaning (and always):
   • Wash hands often with soap and warm water for at least 20 seconds.
   • If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

B. Safety guidelines during cleaning and disinfection:

i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.

ii. Wear eye protection when there is a potential for splash or splatter to the face.

iii. Gowns or aprons are recommended to protect personal clothing.

iv. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
C. Cleaning and disinfection of surfaces:

i. Clean surfaces and objects that are visibly soiled first step in disinfection process. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.

ii. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.

iii. Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.

iv. Follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surfaces disinfection. Ensure that disinfectants are prepared (well-ventilated areas), and handled safely, wearing the appropriate PPE to avoid chemical exposures. Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

v. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

vi. The following products are effective for disinfection of hard, non-porous surfaces:

- A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID-19.

- Prepare a 10% diluted bleach solution by doing the following:
  - Mix five tablespoons of bleach per gallon of water.
  - After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).

vii. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
• Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.

• After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

• If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.

viii. If a COVID-19 case is confirmed in the UW community, University units are required to follow the guidance Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in this document.

2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in University spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a University space.

After notification of a person with confirmed COVID-19 on a UW campus, the following cleaning and disinfecting protocol will be followed:

A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Environmental Health & Safety Department (EH&S) and the Advisory Committee on Communicable Diseases, in coordination with the impacted department, UW Facilities, and Housing and Food Services.

B. EH&S staff will do the following (as applicable):
   i. Communicate in writing the scope of cleaning to UW Facilities or other department responsible for cleaning.
   ii. Identify areas that require restricted access during and immediately following enhanced cleaning.
   iii. Communicate with impacted department(s).
   iv. Coordinate with building coordinators/managers.

C. When cleaning and disinfecting rooms with increased surface area due to a large numbers of desks, tables, and other furniture, and where a spray
application of disinfectant is needed, EH&S will notify the building coordinator in advance if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

D. The cleaning crew will:

   i. Follow the Enhanced Cleaning for Prevention guidance outlined in this document.

   ii. Open windows to the outside to increase air circulation, if possible.

   iii. If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection.

   iv. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using a N95 filtering facepiece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.

   iv. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be reviewed by EH&S prior to work commencing.

E. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:

   i. Disposable gloves, gowns or a lab coat to protect contamination of clothing

   ii. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant

   iii. If entering the space less than 24 hours after the ill person was present, the cleaning crew should wear one of the following respirators: N95 filtering facepiece respirator, elastomeric half-face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.

   iv. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

F. Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.
## Cleaning and Disinfecting Products

### Center for Biocide Chemistries

### Novel Coronavirus (COVID-19) — Fighting Products

The American Chemistry Council (ACC) Center for Biocide Chemistries has compiled a list of products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viruses such as those used during the novel coronavirus (COVID-19) outbreak. These products are not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use against COVID-19.

The information in this document is for guidance purposes only. The ACC and the Center have not made any representations or warranties, express or implied, as to the completeness or accuracy of the information. ACC and the Center have taken reasonable measures to verify the accuracy of the information presented, but the user assumes all responsibility for the use of such information and for ensuring the product is used correctly. ACC and the Center do not guarantee or warrant the accuracy or completeness of the information herein. ACC and the Center are not responsible for any loss or damage arising from the use of this document.

For use of these products, please contact the company/distributor to confirm use directions, or consult the EPA approved label at http://www.epa.gov/pesticides.

### Commercially Available Product List

<table>
<thead>
<tr>
<th>Ready-to-Use Product</th>
<th>Company/Distributor</th>
<th>EPA REG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disinfectant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All-Purpose Cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Spray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Wipes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Gel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Dusting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Surface Disinfectant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Wipes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Gel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Dusting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sanitizing Wipes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disinfectant Wipes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Gel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Dusting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disinfectant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All-Purpose Cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Spray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Wipes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Gel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant Dusting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For more information, visit [Center for Biocide Chemistries](http://www.biocidechemistries.com)*
SAFETY DATA SHEET

Oxivir Five 16 Concentrate (US)

Version Number: 4  Preparation date: 2017-02-01

1. IDENTIFICATION

Product name: Oxivir Five 16 Concentrate (US)
Product Code: 495331, 495331, 495331, 521351, 5285287
SLS #
Recommended use:
- Disinfectant / Deodorizer / Sanitizer
- Industrial/institutional
- This product is intended to be diluted prior to use

Use as identified are not recommended

Manufacturer, Importer, supplier:
US Headquarters
Diversey, Inc.
P.O. Box 19147
Charlotte, NC 28219-0147
Phone: 1-800-332-2249
E-mail Address: https://eds.diversey.com

Emergency telephone number: 1-800-651-7140; 1-651-917-0333 (int)

2. HAZARDS IDENTIFICATION

Classification for the undiluted product
Serious eye damage/eye irritation Category 2B

Signal Word: Warning

Hazard and Precautionary Statements
CAUSES EYE IRRITATION.
Wash thoroughly after handling. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists. Get medical advice or attention. SUPPLEMENTAL INFORMATION: DO NOT MIX WITH AMMONIA, BLEACH OR OTHER CHLORINATED COMPOUNDS. Mix only with water. Can react to release hazardous gases. May vigorously react with strong alkaline products resulting in spattering and exsiccative heat.

Health hazards not otherwise classified: H302G - Not applicable
Physical hazards not otherwise classified: P303G - Not applicable

Classification for the diluted product @ 1:16
This product, when diluted as stated on the label, is not classified as hazardous according to OSHA 29CFR 1910.1200 (Hazard Com 2012-GHS) and Canadian Hazardous Products Regulations (HPR) (WHMIS 2015-GHS).

Hazard and Precautionary Statements
None required.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Classified Ingredients

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>CAS #</th>
<th>Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propylene glycol monoglycerate ether</td>
<td>102-92-4</td>
<td>5 - 15%</td>
</tr>
<tr>
<td>Dodecyldimethylamine oxide</td>
<td>60304-22-0</td>
<td>5 - 10%</td>
</tr>
</tbody>
</table>

Oxivir Five 16 Concentrate (US) 1 of 5
Oxivir® Five 16 Concentrate

One-Step Disinfectant Cleaner

Dilutable, one-step disinfectant cleaner formulated with proprietary hydrgen peroxide technology.

Features & Benefits
- One-step disinfectant cleaner powered by Accelerated Hydrogen Peroxide® (AHP®) technology
- Disinfects in just 5 minutes with no VOCs, no added fragrance and no IPA
- Effective against Human Immunodeficiency Virus (HIV-1 (AIDS Virus)), Hepatitis C Virus, Pseudomonas Aeruginosa, Vancomycin-resistant enterococci, Staphylococcus aureus, Salmonella enterica, MRSA and VRE
- Kills Norovirus and Canine Parovirus and is compatible with most hard, non-porous surfaces
- Environmentally responsible active ingredient breaks down to oxygen and water after use

Applications
- Clean and disinfect high-touch surfaces in 5 minutes
MATERIAL SAFETY DATA SHEET

VIREX II 256 ONE-STEP DISINFECTANT CLEANER AND DEODORANT

1. PRODUCT AND COMPANY IDENTIFICATION

Product name: VIREX II 256 ONE-STEP DISINFECTANT CLEANER AND DEODORANT

2. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW
DANGER: CORROSIVE. CAUSES SKIN AND EYE BURNS. HARMFUL OR FATAL IF SWALLOWED.

Principle routes of exposure: Eye contact, Skin contact, Inhalation, Ingestion.

Eye contact: Corrosive. Causes permanent eye damage, including blindness.

Skin contact: Corrosive. Causes permanent damage.

Inhalation: May cause irritation and corrosive effects to nose, throat and respiratory tract.

Ingestion: Corrosive. Causes burns to mouth, throat and stomach.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous Ingredients 

<table>
<thead>
<tr>
<th>Ingredient(s)</th>
<th>CAS #</th>
<th>Weight %</th>
<th>LD50 Oral - Rat</th>
<th>LD50 Dermal - Rabbit</th>
<th>LC50 Inhilation - Rat</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-Dimethyl Benzyl Ammonium Chloride</td>
<td>68434-85-1</td>
<td>8.19</td>
<td>426</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>Diethanolamine Hydrochloride</td>
<td>717-51-3</td>
<td>87.0</td>
<td>84</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>Ethyl Alcohol</td>
<td>64-17-5</td>
<td>2.20</td>
<td>7960</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>Lauril Ethyl Alcohol Anhydride</td>
<td>156-5-6</td>
<td>1.20</td>
<td>2700</td>
<td>Not available</td>
<td>Not available</td>
</tr>
</tbody>
</table>

4. FIRST AID MEASURES

Eye contact: Immediately flush eyes with running water for at least 15-20 minutes, keeping eyelids open. Get medical attention immediately.

Skin contact: Rinse immediately with plenty of water for at least 15-20 minutes. Get medical attention immediately.

Inhalation: If breathing is affected, remove to fresh air. Get medical attention immediately.

Ingestion: If swallowed, give a cupful of water or milk. THEN IMMEDIATELY CONTACT A PHYSICIAN OR POISON CENTER. DO NOT INDUCE VOMITING UNLESS DIRECTED TO DO SO BY MEDICAL PERSONNEL. Never give anything by mouth to an unconscious person.

Notes to physician: Possible mucosal damage may contraindicate the use of gastric lavage. Individuals with chronic respiratory disorders such as asthma, chronic bronchitis, emphysema, etc., may be more susceptible to irritating effects.

5. FIRE-FIGHTING MEASURES

Suitable extinguishing media: The product is not flammable. Extinguish fire using agent suitable for surrounding fire.

Specific hazards: None known.

Unusual hazards: Corrosive material (See sections 8 and 10).

Specific methods: No special methods required.

VIREX II 256 ONE-STEP DISINFECTANT CLEANER AND DEODORANT
APPENDIX D: PLANS FOR JOINT UWB/CC BUILDINGS (ARC, LB1, LB2, SAFETY AND SECURITY)

The UW Bothell and Cascadia College Library
The library will remain in Phase 2 and will be offering the following services during Winter Quarter:

- Contact-Free Pickup
- Librarian Chat
- Limited Mobile services (including book returns and course reserves)

Visit https://library.uwb.edu/covidupdates for most current information

Activities and Recreation Center (ARC)
The ARC is providing student study space in accordance with public health guidelines.

- Forty-one (41) since-use work stations
- First come, first served
- Located on second floor and open to all Cascadia College students

Visit https://www.uwb.edu/arc/coronavirus for more information

The following joint campus facilities are closed for Winter Quarter:

- Bookstore
- All food venues
APPENDIX E: EMPLOYEES

Identify available alternative arrangements for students and personnel upon requests or refusals to work due to concerns related to campus safety. Priority should be given for students/personnel who are considered high-risk or vulnerable as defined by public health officials; following state guidelines (to include Safe Start guidance) for COVID-19 scenarios and benefits."

Accommodations

Flexible Work
Cascadia College is committed to providing a flexible work environment, you may view the Alternative Work Arrangements Policy (See Appendix I). Additionally, Cascadia is reviewing all necessary policies and procedures as they relate to the continued Mobile work environment due to the COVID-19 pandemic.

Face Coverings
Accommodations will be made for employees who may not be able to wear a face covering due to trauma or underlying medical conditions. Employees requesting an accommodation for face coverings must contact Human Resources at humanresourcesandpayroll@cascadia.edu. Accommodation could include allowing telework, leave, temporary change in work duties, modified work schedule or work space, enhanced PPE, etc.

High Risk
People who are increased risk for severe illness are:

- People over the age of 65
- Individuals with the following underlying medical conditions:
  - Chronic kidney disease
  - Chronic Obstructive Pulmonary Disease (COPD)
  - Immunocompromised state from solid organ transplant
  - Obesity (BMI of 30 or higher)
  - Serious heart conditions such as heart failure or coronary artery disease
  - Sickle cell disease
  - Type 2 diabetes

- Those who are at increased risk of severe illness according to CDC guidelines are covered under the Governor’s Proclamation 20-46 until it expires. Please contact Human Resources humanresourcesandpayroll@cascadia.edu for more information.

Eventual Return to Campus
All employees will be given advance notice of when they will be expected to return to work on campus. If you are an employee with a medical condition, or a member of your household has
such a condition, that places you in a higher risk group for COVID-19 and that you anticipate may complicate or delay your return to the workplace, you should contact Human Resources at humanresourcesandpayroll@cascadia.edu promptly upon being notified that you are expected to return to your campus work site. HR will facilitate an interactive dialogue about accommodation alternatives. Faculty are not required to teach in-person for the fall term. Student workers with a medical condition, or those who have concerns about exposing other high-risk individuals to COVID-19, should make arrangements with their supervisors to work remotely.
APPENDIX F: PPE

UW EH&S WORKPLACE COVID-19 RISK LEVEL AND SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE)

During an outbreak, the risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, may vary from very high to relatively lower risk. The level of risk depends on the work environment, type of work performed, and the potential for close contact (within 6 feet of another person) for a repeated or extended period of time. To help University units determine appropriate precautions, EH&S has adopted the OSHA Occupational Risk levels and the Washington Department of Labor and Industries criteria to characterize work at the different risk exposure levels, consisting of very high, high, medium, and lower.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies, such as practicing good hygiene, maintaining social/physical distance of 6 feet and staying home when you are sick. Visit the EH&S website for more information about COVID-19 prevention.

All types of PPE must be:

- Selected based upon the potential exposure hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Additional information about the Novel Coronavirus and COVID-19 for the UW community is on the Novel coronavirus & COVID-19: facts and resources webpage.

All departments and responsible parties should document their PPE plans and requirements, including approvals for any exceptions.

Revised May 14, 2020 | ehsdept@uw.edu | 206.543.7262 | www.ehs.washington.edu
COVID-19 PERSONAL PROTECTIVE EQUIPMENT AND SUPPLIES
PERFORMANCE STANDARDS AND GUIDELINES

The purpose of this document is to assist departments during the personal protective equipment (PPE) procurement process and serve as a guide to determine if PPE meets minimum performance standards. This helps ensure PPE will provide adequate protection to prevent COVID-19 transmission. Check references for additional requirements for specific types of work.

DISINFECTANTS AND SANITIZERS

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
<th>Description</th>
<th>Performance Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Sanitizer</td>
<td>Pump</td>
<td>Hand sanitizer acts by killing certain germs on the skin. Alcohol-based hand sanitizers can quickly reduce the number of germs in many situations such as when handwashing is not available.</td>
<td>Must contain at least 60% ethyl alcohol or 70% isopropyl alcohol.</td>
</tr>
<tr>
<td></td>
<td>Auto dispenser</td>
<td></td>
<td>CDC Guidelines</td>
</tr>
<tr>
<td></td>
<td>Wall mount manual dispenser</td>
<td></td>
<td>Avoid hand sanitizers containing methanol.</td>
</tr>
<tr>
<td>Surface Disinfectants</td>
<td>Ready-to-use</td>
<td>Products used to disinfect surfaces against SARS-CoV-2.</td>
<td>Be on <a href="https://www.epa.gov/pesticide-registration/disinfectants-for-use-against-sars-cov-2">EPA Disinfectants for Use Against SARS-CoV-2</a>.</td>
</tr>
<tr>
<td></td>
<td>Concentrated</td>
<td>Disinfection describes a process that eliminates most or all pathogenic microorganisms, except bacterial spores, on inanimate objects.</td>
<td>ACC CBC Novel Coronavirus (COVID-19)—Fighting Products lists</td>
</tr>
<tr>
<td></td>
<td>Dilution systems with dispensers</td>
<td></td>
<td>Pre-approved UW list: <a href="https://www.ehs.washington.edu/coronavirus/">UW EH&amp;S COVID-19 Chemical Disinfectant Safety Information</a>.</td>
</tr>
<tr>
<td>ACC</td>
<td>American Chemical Society</td>
<td></td>
<td>Ready-to-use products preferred over concentrated.</td>
</tr>
<tr>
<td>CBC</td>
<td>Center for Biocide Chemistries</td>
<td></td>
<td>Closed dilution dispenser systems also preferred.</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Prevention and Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DISPOSABLE GLOVES, GOWNS, COVERALLS, LAB COATS

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
<th>Description</th>
<th>Performance Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable nitrile gloves</td>
<td><img src="image" alt="Disposable nitrile gloves" /></td>
<td>Some chemical resistance – consult manufacturer glove resistance chart, incidental chemical contact only</td>
<td>ASTM, FDA Medical Glove Guidance, Strategies for Optimizing the Supply of Disposable Medical Gloves: Use of gloves conforming to U.S. and international standards.</td>
</tr>
</tbody>
</table>

#### Disposable vinyl gloves
- Economical
- Thinner, looser fit than nitrile.
- Less durable, less chemical resistance.
- Medical, industrial, general purpose grades (2 – 6 mil typical).

#### Disposable nitrile gloves

<table>
<thead>
<tr>
<th>Mil</th>
<th>Duty</th>
<th>Characteristics</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 4</td>
<td>light</td>
<td>Comfort, dexterity, flexibility, tactile sensitivity</td>
<td>Medical grade (at least 4 mil typical): Hospital, chemotherapy, clinic, lab, dental office, clean room. Industrial grade: food service, janitorial</td>
</tr>
<tr>
<td>5 - 6</td>
<td>medium</td>
<td>General purpose</td>
<td>General purpose, household, medical and industrial grade uses</td>
</tr>
<tr>
<td>7 - 8</td>
<td>heavy</td>
<td>Resistance to wear, tear, puncture, cut, greater chemical resistance</td>
<td>Industrial grade: janitorial, automotive, shop, chemical lab, medium chemical handling</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Minimum Performance Standard</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Cloth face covering        | Not a respirator, surgical or procedure mask (does not require fit testing) while not PPE, these act as a barrier and may protect persons nearby from wearer's respiratory droplets (e.g., speaking, coughing, sneezing). | • Material varies: CDC states tightly woven cotton  
• Should cover nose and mouth completely  
• Fit snugly but comfortably against the side of the face  
• Secured with ties or ear loops  
• Multiple layers of fabric  
• Allow for breathing without restriction  
• Able to be laundered and machine dried without damage or change to shape |

Surgical and medical/procedure masks | Not a respirator (does not require fit testing); provides a liquid barrier and protects the wearer against large droplets, splashes and/or aerosols. Protects persons nearby from the wearer's respiratory emissions (e.g., speaking, coughing, sneezing). Surgical and medical/procedure masks have different levels of protection:  
Level 1 (low) barrier: General use for short procedures and exams that don't involve aerosols, spray or fluids.  
Level 2 (moderate) barrier: For low to moderate levels of aerosols, spray and/or fluids.  
Level 3 (maximum) barrier: For heavy levels of aerosols, spray and/or fluids. | ASTM F2100-11 (2013)  
• Bacterial Filtration Efficiency  
• Particulate Filtration Efficiency  
• Fluid resistance  
• Pressure differential  
• ISO 10993-5, 10 Certification  
| CDC Cloth Face Coverings  
| FDA Cleared Product Search  
| FDA Manufacturing of Facemasks |
### ENVIRONMENTAL HEALTH & SAFETY

#### UNIVERSITY of WASHINGTON

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
<th>Description</th>
<th>Minimum Performance Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust mask</td>
<td>![Mask Image]</td>
<td>Not a respirator; may protect against larger sized dust particles, fumes, mists, and microorganisms (does not require fit testing).</td>
<td>Usually not NIOSH approved.</td>
</tr>
</tbody>
</table>

ASTM  American Society for Testing and Materials (ASTM International)

CDC  Centers for Disease Control and Prevention

### RESPIRATORY PROTECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
<th>Description</th>
<th>Performance Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>N95 respirator</td>
<td>![N95 Mask Image]</td>
<td>Protects against dusts, fumes, mists, and microorganisms including animal allergens. N95-Particulate Filter (95% filter efficiency level) is effective against particulate aerosols free of oil; time use restrictions may apply. Requires fit testing.</td>
<td>Must be at least 95% efficient in filtering 0.3 micron particles. (P95R95, P95R99, and P95R100 also acceptable) NIOSH-Approved NIOSH-Approved Surgical N95 Respirators (provides moisture barrier) Strategies for Optimising the Supply of N95 Respirators during COVID-19 Response: Additional performance standards from other countries may be approved. Notes: Use caution when ordering N95 respirators due to recent issues with quality. NIOSH – Factors to consider when purchasing N95 respirators from another country: N95 with exhalation valve not preferred since exhaled breath passes outwards from person wearing N95. These should only be used in a clinical setting with a surgical mask on top.</td>
</tr>
</tbody>
</table>

| Cartridge respirator | ![Cartridge Image] | Protects against variety of particulates, vapors, dust, mists, fumes, or a                                                                                                                                  | Must be NIOSH-Approved                                                                                |

ADDITIONAL INFORMATION

- Refer to the University of Washington Environmental Health and Safety site for frequently asked questions and additional facemask information. 

- Reference State Labor and Industries matrix for job or task-specific guidance regarding any additional PPE. 
  https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf
**APPENDIX G: JOB DESCRIPTIONS**

**Site Supervisor**
This individual is responsible for monitoring and updating the COVID-19 safety plan, ensuring compliance, and serving as the primary liaison to King County Public Health Department and University of Washington. The Site Supervisor will also be scheduled as door monitor at check-in stations. Cascadia’s Vice President for External Relations & Planning will serve as the college’s designated Site Supervisor. The Director of Facilities and Capital Projects will serve as back up.

**Plan Supervisors**
Plan Supervisors will rotate responsibilities to ensure at least one supervisor is on campus at all times during work and class activities to manage adherence to the plan and report any safety concerns to the Site Supervisor. Training will be provided for this role. They will also be scheduled into rotation as door monitors at check-in stations. The President, Vice President for Student Learning and Success, Vice President for Administrative Services and Human Resources, Executive Director for Equity and Inclusion, Dean for Student Success Services, and three Deans for Student Learning will be trained to participate as Plan Supervisors.

**Department Supervisors**
Deans and Directors will be Department Supervisors who ensure direct reports receive the provided COVID-19 safety training and create schedules/protocols for the use and cleaning of workspaces and shared equipment in their office areas. They will also be scheduled as door monitors at check-in stations.

**Door Monitors**
Door Monitors will be rotated through the week to cover hours that the college is open. Shifts will be 4-hours each. These employees will be provided a mask, face shield, gloves, and a radio. Training will be provided for this role.

- Open doors for students and employees seeking entrance.
- Check their smart phones for time and date stamps to make sure they filled out the app for that day. If the individual does not have a smart phone, there will be paper forms available to collect name, phone number, and email address, along with the required health attestation.
- Use a no-contact thermometer to take temperatures for anyone who doesn't have access to a thermometer at home.
- Ensure people entering are wearing masks. (This is a state law.) There will be masks available for people who have lost or forgotten their masks.
- Point them to the hands-free sanitizer pump so they can clean their hands.
- Deny entry to anyone who is unwilling to comply, and contact safety and security office if you need assistance.
Site supervisors, plan supervisors, department supervisors, and executive assistants will rotate as door monitors.

**Employees and Students**

All employees and students are required to submit daily health attestation/building entry via Healthy Campus Mobile Tool prior to reporting to the campus. Every individual on campus must practice physical distancing; wear a face mask; follow all instructions regarding the use, maintenance, and disposal of PPE; and stay away from campus if they are sick. Individuals should report any COVID symptoms, test results, or close contact with a COVID-positive person to covidreporting@cascadia.edu.
APPENDIX H: QUALTRICS MOBILE TOOL

Cascadia will use the Qualtrics Back-to-Campus and Contract Tracing app to monitor traffic flow, collect health attestations, and conduct contact tracing in the event of a confirmed case of COVID on campus. The tool, which we are calling the Healthy Campus Mobile Tool, will allow us to push messages and alerts out to students and employees, and receive feedback that will help us to modify plans as needed. A 22-page security white paper available upon request.

What information does the tool collect?
The tool has two components. The first component is the building check-in and basic health attestation form. The tool only collects name, phone number, and email. This is directory information for students, and thus falls within FERPA rules. The health attestation leads people through a list of questions to ask whether they are experiencing symptoms for which they do not know the cause. After answering the questions, the user will either receive a green checkmark telling them they are safe to come to campus or a red X, with accompanying instructions. The second component will be activated if the college learns of a positive case on campus that may have infected others.

How does the tool work?
Our IS department will upload all employees and registered students into the system. The system will send an email every morning to its entire database, and those who plan to go to campus that day will fill out the form, which will take fewer than 20 seconds. If the person does not plan to go to campus they can ignore the prompts. The app itself is free to download. All students and visitors will need to show the green check mark to the door monitors (or sponsoring employee) at the LL entrance to CC1. Employees may enter the building using any door but are required to fill out the form.

Does the data remain confidential/private?
The platform we intend to use was developed by Qualtrics and meets the highest security requirement: ISO 27001, FedRamp compliant, and HITRUST certified. It is used by more than 80 federal agencies working with sensitive information. The information that Qualtrics sees is data agnostic. The dashboard that Cascadia sees will be limited to a few individuals, will be treated as highly confidential, and only be shared with the state public health department.

How will the data be used?
The data will be housed securely in a Cascadia server. A limited number of employees will be able to monitor a dashboard and use the tool to push out notifications as needed (for instance if we get a positive case on campus).

Does the tool track my location on and off campus?
No, the app does not contain a tracking device. If a person self-identifies to the college via covidreporting@cascadia.edu or if public health notifies us of a confirmed case, the sick individual will use a feature in the app that allows them to click on a map of the campus and indicate where they have been. We will subsequently notify all users that there has been a positive case on campus so they can determine whether they have had any overlap. If so, they will be encouraged to be tested.
COVID-19

Contact Tracing & Reporting System for Higher Education

Qualtrics has developed a closed-loop Contact Tracing and Reporting System to supply governments and education institutions with accurate, real-time information on positive and at-risk students, faculty, and staff in order to identify hot spots and slow the spread of infection. This System, already being used across the country, is a key component of a sound prevention and control strategy needed to safely re-open campuses and for ongoing mitigation effort.

THE ISSUE

Contact tracing is a critical step in getting the economy moving while keeping our communities and organizations safe in a post-pandemic world. Currently, the bulk of reporting on COVID-19 testing from state and local labs and governments is entered manually through PDF forms, spreadsheets, and email. The result? Delays and potential inaccuracies. The challenge is to provide contact tracing in a confidential, automated environment that allows for quick actions and interventions.

A VETTED SOLUTION

Qualtrics' Contact Tracing and Reporting System allows students or staff who test positive or are at high risk of contracting COVID-19 to confidentially upload both contacts with whom they've recently been in touch and locations they've visited. Once contact information has been entered, each contact is notified anonymously and followed up with regarding testing options and daily symptom monitoring.

Prioritizing privacy and security, this data can then be leveraged by colleges and universities to manage the spread of the virus, trace new cases, and provide case management.
Benefits of Qualtrics’ Confidential Contract Tracing and Reporting System

+ The Qualtrics XM Platform meets the strictest security requirement. It is ISO 27001 and FedRamp compliant and HITRUST certified, which means its technology platform provides customers the tools they need to manage HIPAA compliance.

+ Secure, unified data collection for aggregation and analysis by federal, state, and local government, health, and education departments.

+ Automated individual result reporting to state & federal health information systems.

+ Trusted choice of more than 80 federal agencies and 300 state and local governments for sensitive public sector.

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Qualtrics, the leader in customer experience and creator of the Experience Management (XM) category, is changing the way organizations manage and improve the four core experiences of business—customer, employee, product, and brand. Over 11,000 organizations around the world are using Qualtrics to listen, understand, and take action on experience data (X-data)—the beliefs, emotions, and intentions that tell you why things are happening, and what to do about it. The Qualtrics XM Platform™ is a system of action that helps businesses attract customers who stay longer and buy more, engage employees who build a positive culture, develop breakthrough products people love, and build a brand people are passionate about. To learn more, please visit qualtrics.com.
Alternative Work Arrangements

Alternative Work Arrangements AP6.3.10.04 – AP6.3.10.05

In compliance with Governor Executive Order 01-03, “Establishing a Strong Telework and Flexible Work Hours Program to Help Reduce Traffic Congestion and Improve Quality of Life,” The College shall create procedures for assessment and approval of alternative work arrangements. Alternative work arrangements may include flexible work schedules and the opportunity to telecommute, providing such arrangements meet the operational needs of the College. Human Resources shall develop procedures to manage the granting and administration of alternative work arrangements.
Face Coverings and Physical Distancing

Cascadia College requires face coverings and physical distancing of 6-feet in all buildings on campus, as well as on pathways, sidewalks, near building entrances, garages, and all other outdoor areas where you may come into contact with other individuals.

This policy permits any type of mask or face covering as described by Washington State Department of Labor & Industries (L&I). Face coverings are currently required by law in the state of Washington in all public indoor and outdoor spaces. Individuals are asked to adhere to all floor markings and signage on campus that direct physical distancing.

Cascadia employees are able to deny service to students or visitors who refuse to wear face coverings or abide by posted physical distancing protocols. Failure to comply with this policy may result in a student or employee suspension.

Please refer to Center for Disease Control (CDC) guidance for use and handling of face masks. Wash your hands before putting on your mask or face covering on. Ensure it fits snugly against the sides of your face. Do not share masks with anyone. If you have specific fit, training, or other questions on face masks, please speak with your supervisor. Several mask and face covering styles are available to ensure good fit.

Cascadia will provide access to face coverings for all employees and students. Employees will receive face coverings from their supervisors; students will receive them from their faculty in the classroom. If you would like to make or purchase your own, the CDC has provided instructions on how to do so. The college expects that you will clean and maintain the face covering properly, in accordance with L&I and/or CDC recommendations and bring it to campus for daily use. Cleaning your face covering in a washing machine is appropriate.

Accommodations and Presumption of Good Faith

Accommodations will be made for those within our community who may not be able to wear a face covering due to trauma or underlying medical conditions. Employees requesting an accommodation for face coverings must contact Human Resources at humanresourcesandpayroll@cascadia.edu. Students should contact Disability Support Services at disabilities@cascadia.edu.
APPENDIX J: ADDITIONAL REQUIREMENTS: travel, food service, visitors

Travel
Avoid non-essential travel by school personnel and self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel) and follow state reopening guidelines for travel.

Food Services
Follow Washington State reopening guidelines for restaurants;
Enforce capacity limits (e.g., enforced at point of entry with clickers);
Maintain physical distancing of six feet;
Implement floor markings to promote physical distancing;
Post signs to remind students/personnel of physical distancing, PPE requirements, and to use hand sanitizer;
Complete routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sales);
Restrict cash payments; allow payments only by card or contactless;
Require all patrons to wear cloth face coverings except while eating.

No food services will operate on campus during Fall of 2020.

Visitors, Vendors, Consultants
Limit or prohibit visitors.

Cascadia will limit visitors to only vendors and guests whose presence on campus is necessary to support our remote model. This includes college and military recruiters. All visitors are subject to employee and student rules, and must receive prior approval by a department head and report date/time/name/company/purpose of visit to facilities@cascadia.edu in advance. Employees should sign in approved visitors using a paper health attestation/building entry form and accompany them throughout their visit. See page 20 for process for approving campus visitors.
CAMPUS SAFETY

- Adhere to all federal, state and local public health and workplace safety requirements;
- Develop comprehensive plans (“Safe Back to School Plan”) based on the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group. The plan must meet all standards for reopening in accordance with federal, state and local health requirements (to include Safe Start proclamations and guidance), and make available a copy of these plans at each location on campus;
- Follow state return to work guidance to include allowing work from home for operations able to be performed remotely;
- Maintain minimum physical distancing whenever possible of six feet between all on-campus personnel, including with visitors, and where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure;
- Implement and maintain frequent and adequate hand washing policies and include adequate maintenance of supplies;
- Use disposable gloves and other Personal Protective Equipment (PPE) where safe and applicable to prevent transmission on shared items;
- Implement and maintain adequate sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales);
- Implement and maintain a self-certification program through which students and personnel are asked to self-certify that they have experienced no COVID-19 symptoms since last visit to campus facility;
- Require that students and personnel stay home and seek medical or local public health guidance if they are experiencing any known symptoms and to remain isolated until diagnosis and next steps are clear;
- Require that students and personnel self-quarantine or isolate per local public health guidelines if they are confirmed to have COVID-19 or have been exposed to confirmed case;
  - Refer to guidance from the Washington State Department of Health: [https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDExposed.pdf]
- Develop response protocols for students, personnel, and visitors reporting symptoms and/or are confirmed to have COVID-19;
- Avoid non-essential travel by school personnel and self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel);
- Follow state reopening guidelines for travel;
- Follow state guidelines for logging onsite personnel by, to the extent feasible, implementing a program to log students, personnel, and visitors;
- Provide contact information to all students/personnel to report concerns and/or potential violations of the Safe Back-to-School Plan;
- Regularly self-monitor and update the Safe Back-to-School Plan;
- Communicate the Safe Back-to-School Plan to all students and personnel including any future modifications; and
- Designate specific spaces for isolating campus personnel who live on campus and/or residential students as needed (e.g. specific building campus personnel and/or students can quarantine in).
STUDENT AND PERSONNEL SUPPORT

- Adhere to state and federal law for health and workplace safety during COVID-19 including state "Safe Start" guidance and State Department of Labor & Industries guidelines;
- Provide students and personnel with PPE such as gloves, goggles, face shields, and/or masks as appropriate or required for students/personnel not working alone (e.g., any public-facing job and/or those whose responsibility includes operating within physical distancing limits of six feet), and shut down or suspend any activity if PPE cannot be provided;
- Identify available alternative arrangements for students and personnel upon requests or refusals to work due to concerns related to campus safety. Priority should be given for students/personnel who are considered high-risk or vulnerable as defined by public health officials; following state guidelines (to include Safe Start guidance) for COVID-19 scenarios and benefits; and
- Educate students and personnel on symptom detection, sources of high risk to COVID-19, prevention measures, and leave benefits/policies (e.g., UI for personnel that need to self-quarantine); following any education requirements for employers per state COVID-19 Safe Start plan.

VISITOR EXPECTATIONS

- Limit or prohibit visitors; and
- Post visible entry point signage for students, personnel, and visitors describing shared on-campus responsibilities, to include guidance regarding proper hygiene and sanitization, physical distancing and PPE guidance, staying home if feeling sick, information on how and when to report concerns, and other information as appropriate or required.

FOOD SERVICES

- Follow Washington State reopening guidelines for restaurants;
- Enforce capacity limits (e.g., enforced at point of entry with clickers);
- Maintain physical distancing of six feet;
- Implement floor markings to promote physical distancing;
- Post signs to remind students/personnel of physical distancing, PPE requirements, and to use hand sanitizer;
- Complete routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sales);
- Restrict cash payments; allow payments only by card or contactless; and
- Require all patrons to wear cloth face coverings except while eating.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.
CASCADIA COLLEGE  l  December 22, 2020

CAMPUS RE-OPENING GUIDE (pp. 5-7 checklists for baseline and additional considerations)

Baseline recommendations for higher education institutions reopening plans
Institutions are developing Safe Back-to-School plans to resume operations with consideration of these critical elements

Campus Safety
- Adhere to federal, state and local health and safety guidelines; develop comprehensive plans for each phase of reopening in accordance with OA-1 guidelines and local health guidelines; make available a copy of these plans at each location on campus.
- Work from home for operations able to be performed remotely and Institutions will follow OA-1 directives to work from home for all personnel.
- Maintain minimum physical distance whenever possible of 6 feet between all on-campus personnel, including with visitors; where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure.
- Follow OA-1 phased reopening guidelines for gathering sizes.
- Continue frequent and adequate hand washing policies and include adequate maintenance of supplies; use disposable gloves where safe/applicable to prevent transmission on shared items.
- Routine sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales).
- Ask students/personnel to self-certify that they have experienced no COVID-19 symptoms since last visit to campus facility.
- Ask students/personnel to stay home and seek medical guidance if they are experiencing any known symptoms; remain isolated until diagnosis and next steps are clear.
- Ask students/personnel to self-quarantine per local public health guidelines if confirmed or exposed to COVID-19.
- Develop response protocols for students, personnel, and visitors reporting symptoms; and are confirmed to have COVID-19.
- Avoid non-essential travel by school personnel and propose self-quarantine per local public health and worker safety guidelines after any high-risk travel, as defined by the CDC (e.g., international travel).
- If feasible, log students, personnel (and visitors where possible); follow OA-1 guidelines for logging onsite personnel.
- Available contact for all students/personnel to report concerns and/or potential violations of the Safe Back-to-School Plan.
- Communication of Safe Back-to-School Plan to all students and personnel including any future modifications.
- Designate specific areas for isolating campus personnel and/or students on campus as needed (e.g., specific buildings campus personnel and/or students can quarantine to).

Student/Personnel Support
- Adhere to state and federal health and safety during COVID-19, including following OA-1 guidelines and OA Labor & Industries guidelines.
- Provide students/personnel with PPE such as gloves, face masks, face shields, and masks as appropriate or required for students/personnel not working alone (e.g., any public-facing job and/or those responsible for operating within public physical distancing of 6 feet); if PPE cannot be provided as appropriate or required, shut down public-facing activities.
- Make sure to follow OA Labor & Industries guidelines for masks.
- Identify and provide alternative arrangements for students/personnel upon request or refusal to work due to concerns related to campus safety. Priority should be given for students/personnel who are considered high-risk/vulnerable as defined by public health officials; follow OA-1 guidelines for COVID-19 scenarios & benefits.
- Educate students/personnel on symptom detection, sources of high-risk to COVID-19, prevention measures, and leave benefit policies (e.g., UI for personnel that need to self-quarantine); follow any education requirements for employers under OA-1 COVID safety plan.

Visitor Expectations
- Limit or prohibit visitors.
- Visible entry point signage for students, personnel, and visitors on shared on-campus responsibilities (including proper hygiene & sanitation, physical distancing/PPE guidance, and information for reporting concerns, staying home if feeling sick).

Methods to enact distancing procedures
- Implement reduced maximum capacity limits.
- Stagger arrivals into campus spaces to avoid congestion.
- Limit ingress/egress points in campus buildings/facilities.
- Maintain fire exits.
- Stagger entry into buildings/facilities.
- One-way facility aisles.
- Use distance markings at places of congregation.
- Provide clear signage for one-way aisles.
- Virtual meetings even when on campus.
- Re-organize floor layouts to permit physical distancing.
- Stagger usage of common areas.
- Avoid sitting face-to-face.
- Create isolated work cells/teams for on-campus personnel.
- Identify choke points and high-risk areas where personnel typically congregate where distancing will need more contact monitoring.
- To the extent practical, allow only one group/class at a time at the same location/slab/classroom.

Ensuring governance & accountable roles over plan
- Appoint team/lead to manage ongoing Safe Back-to-School Plan and monitor ongoing health of personnel at on-campus locations.
- Designate a hygiene leader for facility who is responsible for protocol audits.
- Regular reporting of student and personnel sentiment and tracking of public health trends.

On-going training to meet health guidelines
- Host pre-return training and track attendance/completion.
- Educate students/personnel in the language they understand. Best about coronavirus and how to prevent transmission and the institution's COVID-19 policies.

Additional considerations: Campus safety
Elements for institutions to consider & implement where feasible/relevant

Encouraging proper hygiene & health practices
- Encourage students/personnel to do regular temperature checks at home before coming to work.
- Avoid non-essential person-to-person contact (e.g., handshakes).

Health screenings and testing
- Routinely screen students, personnel, and visitors for symptoms.
- Work with institutions within the same county to coordinate testing efforts.

Enabling tracking and tracing
- Notify and isolate all students/personnel in contact with an individual that develops symptoms while maintaining confidentiality of those who are sick.
- Distinct areas where students/personnel who was sick located.
- Have the ability to log visitors that come on-campus.

Sanitation procedures
- Provide hand sanitizer at entrances/exits.
- Encourage personnel to wash hands regularly (after bathroom breaks, after eating, etc.).
- Provide disinfectant wipes.
- Ensure frequent cleaning of high-touch or shared equipment.
- Sanitize, quarantine, deliveries/packages.
- Perform regular deep cleaning.
- Provide soap and running water; when running water not available provide portable washing stations.

Limiting shared resources
- Limit shared desks/overhead spaces.
- Reduce use of shared office supplies/resources.
- Limit shared food.
- Limit cafeteria capacity and services.
- Limit public kitchens/vending.
Additional considerations: Campus support
Elements for Institutions to consider & implement where feasible/relevant

Helping develop individualized, flexible Safe Back-to-School Plans

Each individual institution will develop and implement a Safe Back-to-School Plan.

The following lists are considerations and examples to aid in the development of individual plans.

Note: Institutions are not recommended to implement all listed examples. These are provided as known practices being utilized to-date and are subject to change.

Ongoing communication to workforce
- Provide content for valuable students/personnel to help navigate back-to-school (e.g., aggregate helpful materials, explain evolving govt. benefits)

Enacting modified working models for personnel
- Job shares that allow for reduced hours
- Offer partial workforce or alternate day of week operating model
- Different in-office working hours (e.g., two shifts: 6:30am-12:30pm and 1pm-7pm with time between shifts)

Expanded / extended work from home & leave policies
- Provide one-time home office supply voucher
- Time PTO (e.g., 75% get additional 80 hours; PTO get additional 40 hours; all paid out at year end if not used)
- Create workforce relief and fund and adopt policy on how funds will be distributed
- Create policies to encourage students/personnel to stay home when feeling sick or came into contact with positive case

Decreasing commute risks & pressure on public transport
- Promote and enable individual commutes (e.g., substituted biking/riding)
- Institution-sponsored buses/transit options
- Alternative hours to limit transportation during high public traffic hours

Providing additional training and resources
- Provide guidance on virtual and in-person travel
- Provide career planning and resources
- Train staff to support new back-to-school model
- Post, in areas visible, acquired hygienic practices

Enabling access to education and childcare
- On-site day care or study rooms for limited number of children per day
- Voucher for online education tools
- Access to apps to match caregivers with need (including recently displaced workers)
- Priority for childcare for workers and students not able to WFH

Building morale and virtual culture
- Create virtual HR office hours and for HR hotline
- Virtual companywide meetings
- Create networks for workers to connect (share remote working best practices)
- Sponsor well-being challenges geared to staying physically and mentally healthy

Supporting mental health needs
- Access to reduced cost and/or free counseling
- Access to reduced cost and/or telemedicine consultations
- Benefit extensions for household members
- Access to mindfulness/relaxation content
- Digital support groups to decrease isolation and share ideas
- Virtual playdates for families with children of similar ages
- Expand virtual health and counseling and continue to provide virtual options after reopening

Ensuring equitable outcomes
- Consider and mitigate any disproportionate impacts on a given population (e.g., due to instructional decisions)