BATES TECHNICAL COLLEGE EXPOSURE CONTROL, MITIGATION AND RECOVERY PLAN

Campus Re-Opening Guide

“Safe Back-to-School Plan”
2020-2021
## Revisions

<table>
<thead>
<tr>
<th>Date of Revision</th>
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<tr>
<td>Nov. 9, 2020</td>
<td>Travel; Downtown Campus entry point; Downtown Campus Site Supervisor</td>
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<tr>
<td>March 1, 2021</td>
<td>General revisions</td>
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</tbody>
</table>
# Table of Contents

Section 1: Guiding Principles .................................................................................................................. 3
Section 2: Campus Events .......................................................................................................................... 4
Section 3: Building Entry Points ............................................................................................................. 5
Section 4: COVID-19 Site Supervisors .................................................................................................... 6
Section 5: COVID-19 Safety Training ....................................................................................................... 7
Section 6: Personal Protective Equipment (PPE) ...................................................................................... 8
Section 7: COVID-19 Prevention .............................................................................................................. 10
Section 8: How to Protect Yourself and Others ...................................................................................... 12
Section 9: Physical Distancing Requirements ........................................................................................... 14
Section 10: CDC Guidelines .................................................................................................................... 15
Section 11: OSHA Standards .................................................................................................................... 16
Section 12: Contact Tracing/Accountability .............................................................................................. 17
Section 13: Symptom Monitoring Attestation ........................................................................................... 18
Section 14: Incident Reporting and Response Procedures ......................................................................... 19
Section 15: Returning After Signs of COVID-19 .................................................................................... 22
Section 16: Cleaning and Disinfecting After Confirmed Case .................................................................. 23
(Trained Maintenance and Custodial Staff Procedure) ........................................................................ 23
Section 17: Cleaning for Disinfection & Sanitizing (Custodial Staff Procedure) ....................................... 25
Section 18: Food Services ......................................................................................................................... 26
Supporting Guidance ............................................................................................................................... 27
Section 1: Guiding Principles

In developing plans to re-open the college, Bates Technical College remains focused on the health and safety of students, faculty, employees and visitors. In support of health and safety during the novel coronavirus pandemic, the following principles provide guidance:

- In general, the college facilities remain closed to the public and visitor access is strictly limited.
- Where possible and practicable, operations should be performed remotely.
- Where possible or as required under proclamation of the Governor, alternative work or class assignments including “at home.” Priority should be given to persons considered to be at “high risk”.
- Routine, on-site activity should remain limited to functions and personnel that have been deemed “essential” by the President.
- All college personnel should follow Washington state reopening guidelines for travel, which you can find on the state’s coronavirus response webpage for transportation and travel.
- The COVID-19 Taskforce will review all proposed additions and/or changes to college programs and operations prior to implementation. Final approval will remain at the discretion of the Bates Technical College President.

This plan has been updated to facilitate transition of Bates Technical College from various phases as directed by the Governor. The plan is based on the Governor’s Proclamation 20-12.1 and the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group.

This COVID-19 Exposure Control, Mitigation and Recovery Plan will remain in effect as long as the Gubernatorial Proclamation 20-12.1 or any amendment or extension thereof is in effect, or as rules by a federal, state or local regulatory agency require. Transition to other phases will occur as approved by the Governor, Pierce County, and the Washington State Board for Community and Technical Colleges (SBCTC).

The COVID-19 Taskforce will monitor and update this plan as needed to respond to directives and guidance from local, state, and federal authorities. This plan and any updates will be communicated to all students and employees in a variety of places, which include college email, the website, President’s Newsletter and other avenues.
Section 2: Campus Events

Campus facilities will not be available for external community events until the college president approves opening campuses to the public.

College events will be severely limited and will require specific safety planning that may limit the number of participants, limit the types of activities involved, and require effective safety and sanitation procedures to be in place.
Section 3: Building Entry Points

Bates Technical College will remain closed to the public until the college president allows for a reopening. To control entrance into buildings, and ensure adherence to safety protocols, the college has established specific building entry points and has enacted appropriate safeguards:

Downtown Campus
- Double doors on 11th and Yakima
- Rooftop parking stairwells (employee only)
- Each person entering the Downtown Campus via the 11th and Yakima entry point must sign in at the front desk. Employees and students can display their Bates ID card and pass through without signing in.
- Individuals must have an appointment to enter the building (no drop-ins). Vendors making deliveries will be required to have an employee escort while on campus (no unescorted visitors or vendors). Employees at the entry point will contact the office, program or department to notify them they have a delivery or visitor. It is the responsibility of that office, program or department to provide an escort to their location. Approved vendors must check in.

South Campus
- Entrance into an instructional area is controlled by the lab instructor(s)

Central Campus
- Advanced Technology Building – SW patio door
- KBTC building – Side door facing courtyard
- KBTC building – IERT door facing courtyard

Entry point signage is posted describing on-campus requirements including:
- proper hygiene and sanitization
- physical distancing and PPE guidance
- staying home if feeling sick
- how and when to report concerns
### Section 4: COVID-19 Site Supervisors

<table>
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<tr>
<th>Campus</th>
<th>Site Supervisor</th>
<th>Phone (Work)</th>
<th>Email</th>
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<tbody>
<tr>
<td>Downtown Campus</td>
<td>Dee Nelons</td>
<td>253.680.7143</td>
<td><a href="mailto:dnelons@batestech.edu">dnelons@batestech.edu</a></td>
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<tr>
<td></td>
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<td>253.468.5571 (mobile)</td>
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<tr>
<td>Central/Mohler</td>
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<td></td>
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<td>253-680-7606 (work)</td>
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<td>517-230-7646 (mobile)</td>
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<tr>
<td>South Campus</td>
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<td>253-888-9071 (mobile)</td>
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<tr>
<td>Incident Commander*</td>
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</tr>
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<td>253.468.5571 (mobile)</td>
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*In the event a Site Supervisor cannot be reached, contact the Incident Commander Dee Nelons.*

Students and employees should contact their COVID-19 Site Supervisor to report concerns and/or potential violations of this plan.

**COVID-19 Supervisor Responsibilities:**

- Monitor the health of employees and students and enforce the COVID-19 location safety plan
- Ensure plan is current and changes are communicated to the campus
- Be available onsite or by phone during class and work activities
- Work with the Incident Commander to properly address and advise students or employees that test positive for COVID-19 or who have come in close contact with a person who tested positive for COVID-19
- Submit weekly Site Supervisor report to the Incident Commander
Section 5: COVID-19 Safety Training

Prior to being allowed on campus, all employees must complete two COVID-19 training courses on SafeColleges (Coronavirus Awareness and Coronavirus Cleaning and Disinfecting Your Workplace).

Program instructors will conduct weekly COVID-19 safety protocol training for students.

1. A safety training must be conducted at all locations on the first day of returning to work/class, and weekly update thereafter, to explain the protective measures in place for all employees and students and to educate on the following:
   a. Where to find a copy of this plan
   b. COVID-19 symptom detection
   c. COVID-19 sources of high risk
   d. COVID-19 prevention measures
   e. Policies regarding COVID-19 leave benefits (employees only)
   f. Useful information for persons that need to isolate or self-quarantine
   g. Emphasize the requirement to complete the COVID-19 Check-In and Check-Out SmartSheet forms, found on the college coronavirus webpage.

2. Physical distancing must be maintained at and during training and at all gatherings.

3. Attendance will be communicated verbally, and the instructor will sign in each attendee.

4. COVID-19 safety requirements shall be posted at each location.
Section 6: Personal Protective Equipment (PPE)

Coronavirus Personal Protective Equipment (PPE) includes the following as appropriate or required for the activity: gloves, goggles, face shields, face masks/face coverings, disposable Tyvek suits with hood and shoe covers. PPE will be used where safe and applicable to prevent disease transmission on shared items. All users must be fully trained on proper use and disposal of required PPE to prevent cross contamination.

- **Face Coverings/Face Masks**: shall be worn at all times by every employee, student, vendor, tenant and visitor who enters campus buildings or participates in an outdoor campus supported class or event. Employees who can close the door to a private enclosed office or workspace, isolating themselves, may remove their mask, but must place the mask back on when leaving the office/room. The wearing of a face mask does not preclude the 6 feet physical/personal distancing guidelines for all students and employees.

  - The college provides (at no cost to employees and students) personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate or required to employees and students for the activity being performed.

  - If a person refuses to wear a mask/face covering in class, contact Campus Public Safety. Contact Campus Public Safety and Human Resources if an employee refuses to wear a mask/face covering. When possible, outdoor class activities may require the wearing of a mask/face covering and adherence to physical distancing of at least six feet.

  - Always worn during periods of cleaning of campus by custodial and cleaning crew members.

  - **Proper way to wear masks** is to cover both the nose and mouth (not just mouth only).

  - **Face shields** may be approved in limited situations as an alternative to the mouth/nose masks/face covering.
• **Accommodations for Face Masks/Face Coverings:**
  
  ○ An individual may receive specific health-related accommodations under which they do not need to wear a face mask/face covering. In any circumstance, physical distancing must be strictly adhered to. Safety concerns regarding someone who has permission not to wear a mask/face covering on campus should be reported to the supervisor or instructor. The instructor or supervisor will identify an alternative learning or working situation, if possible.
    
  ○ **Student accommodations:** Contact Disability Support Services at 253.680.7010 or 253.680.7012
    
  ○ **Employee accommodations:** Contact Human Resources at 253.680.7180

• **Safety eyewear:** To be worn according to class curriculum requirements for all activities and for specific grounds and or maintenance work by campus maintenance, grounds and custodial personnel.

• **Gloves:** To be worn during disinfecting, all cleaning processes and trash pick-up.

• **Disposable Tyvek suit with hood and shoe covers:** To be worn during periods post COVID-19 exposure cleaning and disinfecting of any campus area or site. All staff must be fully trained on proper usage and disposal of required PPE to prevent cross contamination.
Section 7: COVID-19 Prevention

To slow the spread of COVID-19, the college has taken steps that include enhanced cleaning and disinfecting procedures. With guidance from the Centers for Disease Control and Prevention (CDC) and through local/state public health recommendations, the procedures below have been developed for the campus to follow during the COVID-19 pandemic.

Cleaning and Disinfecting for Prevention

- **General guidance:**
  - Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as doorknobs, light switches, handrails, public restrooms, tables, faucets and keyboards.
    - Clean with the cleaners typically used.
    - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here.
    - Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g. concentration, application method and contact time, etc.)
  - Practice good hand hygiene after cleaning:
    - Wash hands often with soap and warm water for at least 20 seconds.
    - If hand washing is unavailable, use an alcohol-based hand sanitizer that contains at least 70% (isopropanol) alcohol.
  - Provide disposable wipes to employees so that commonly used surfaces (keyboards, desks and remote controls) in their lab area can be wiped down before and after lab use.

- **Safety guidance for cleaning and disinfecting:**
  - Ensure adequate supplies to support cleaning and disinfection practices.
  - Ensure proper ventilation during and after application of cleaner or disinfectant.
  - Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Double glove if working in an area of known exposure.
  - Wash hands immediately after gloves are removed.
  - Wear eye protection when there is potential for splash or splatter to the face. Wear coveralls or aprons to protect personal clothing, as necessary.
  - 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.

- **Cleaning and disinfecting surfaces:**
  - Clean surfaces and objects with soap and water, or another cleaning detergent if visibly dirty prior to disinfecting. This includes high-touch surfaces.
  - The following products are effective for disinfection of hard, non-porous surfaces:
    - A 10% diluted bleach solution, an alcohol solution with at least 70% (isopropanol) alcohol, and/or an EPA-registered disinfectant for use against COVID-19.
  - Prepare a 10% diluted bleach solution by doing the following:
    - Mix 5 tablespoons of bleach per gallon of water.
• After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
  o If using an EPA-approved disinfectant.
    • After application, allow 10 minutes of contact time before wiping, or allow to air dry (without wiping).
  o For effective disinfection of 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, if the items can be laundered, launder items in accordance with the manufacturer’s instructions using warmest appropriate water setting for the items and then dry items completely.
    ▪ If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19 and that are suitable for porous surfaces.
Section 8: How to Protect Yourself and Others

Older adults, pregnant women and people who have severe underlying medical conditions like heart or lung disease or diabetes are at higher risk for developing serious complications from COVID-19 illness. You can read more about how to protect yourself and others at the CDC website.

Know how it spreads:

The best way to prevent illness is to avoid exposure to the virus. Vaccines are available to the public according to the Governor’s phased vaccine schedule. You can find the most updated information on the Governor’s COVID-19 website.

The virus spreads mainly from person to person. New information indicates it most likely spreads in the air:

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. Read more here.

Everyone should:

Wash their hands often with soap and water for at least 20 seconds especially after being in a public place, or after blowing their nose, coughing, or sneezing.

Hand sanitizer is available at building entrances and various locations in campus buildings.

Use a hand sanitizer that contains at least 60% alcohol when soap and water are not readily available. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching their eyes, nose, and mouth with unwashed hands.

Custodians will check and resupply hand wash/sanitizer dispensers during daily work cycles. Staff and Students are encouraged to submit a report to Facilities & Operations whenever supplies appear to be running low.
Avoid close contact:

Avoid close contact with people who are sick.
Remember that a person who is asymptomatic may still be able to spread virus.
Stay at least six feet (about two arms’ length) from other people.
Maintaining distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others:

You could spread COVID-19 to others even if you do not feel sick.
The cloth face cover is meant to protect other people in case you are infected.
Everyone should wear a cloth face cover in public settings and when around other people who don’t live in the household, especially when other physical distancing measures are difficult to maintain.
Cloth face coverings are not recommended for young children (under age two), anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
EVEN WHILE MASKED, continue to keep at least six feet between yourself and others. The cloth face cover is not a substitute for physical distancing.

Cover coughs and sneezes:

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and
Avoid spitting.
Dispose of used tissues in the trash.
Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Section 9: Physical Distancing Requirements

- **Physical distancing** of at least six feet should be maintained whenever possible in all buildings, classrooms and outdoors. If physical distancing is not possible, additional precautions including activity specific training and implementation of engineering controls, may be required. The following examples are the types of measures that staff, students and visitors should employ whenever possible to mitigate risk of Coronavirus transmission and provide a reasonable level of safety for all members of the Bates Technical College community.

- **Gatherings:** Gatherings of any size must be reduced by taking breaks, performing lab-type activities and lunch in shifts. Any time two or more persons must meet, ensure a minimum six feet of separation.

- **Ingress and Egress:** Stagger start and release times and breaks between classes in the same building and possibly on the same floor, coordinating classes to ensure six feet of separation.

- **Choke points:** Hallways, elevators, stairs, restrooms, entrances and exits, etc. can become choke points in a building. Class instructors shall be responsible for maintaining physical distancing at all times, in class, during breaks and upon entering and leaving class.
  - Class sizes will be limited depending upon the type of class/lab held that day. Whenever possible, a minimum six feet of physical distance should be maintained, which may limit the number of students in a particular classroom or lab.
  - Rearrange student desks and seats to maximize the space between students to accommodate the six feet of physical distance.

- **Physical barriers:** Plexiglas or other barriers may be used to assist in maintaining physical distancing in areas such as student enrollment, the cashier, or areas where student advising or tutoring may occur.
Section 10: CDC Guidelines

If you are sick or feel you might have COVID-19, please follow the CDC guidelines as outlined on the website.

- What to do if you are sick
- About isolation
- About quarantine
- Caring for someone who is sick
- When can you be around others after you have, or think you have, had COVID-19
- Vaccine FAQs
Section 11: OSHA Standards

People Working in Institutes of Higher Education Who Have Contact with the General Public

People who have contact with the general public (schools, institutes of higher education) are considered workers in the Medium Risk Exposure category according to OSHA Standards

- Medium Exposure Risk Jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).
Section 12: Contact Tracing/Accountability

Students, employees, vendors and tenants must complete the SmartSheet forms prior to arriving on campus, and upon departure for contact tracing and accountability purposes.

Links to the SmartSheets can be found on the college’s Coronavirus Information and Resources website page.

batestech.edu/coronavirus
Section 13: Symptom Monitoring Attestation

**STANDARD:** All persons accessing campus facilities are required to document the event using one of the Smartsheet campus check-in/check-out forms.

Separate Smartsheet access forms are provided for Employees, Students, Tenants and Vendors. The following is an example of the types of information collected during check-in:

Two submission are required, arrival and departure. Health status will be document as part of the arrival submission. The departure submission will document the places visited and people contacted. Submissions ask for the following:

1. Document whether you are arriving, or if you are departing.
2. The campus where you are arriving
3. First name and last name.
4. Phone number
5. Email address
6. Supervisor’s/Instructor’s name
7. The department you work for or the class attending

**Symptoms of COVID-19 include:** Fever - Cough - Shortness of breath - Fatigue - Muscle aches - Loss of taste or smell. View the most recent list here.

**IF YOU HAVE ANY SYMPTOMS OF COVID-19, YOU SHOULD GO HOME IMMEDIATELY AND THEN CALL YOUR SUPERVISOR/INSTRUCTOR**

1. Do you have a fever (100.4 or higher), or sense of having a fever? Yes or No
2. Do you have a new cough that you cannot attribute to another health condition? Yes or No
3. Do you have new shortness of breath that you cannot attribute to another health condition? Yes or No
4. Do you have a new sore throat that you cannot attribute to another health condition? Yes or No
5. Do you have new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)? Yes or No
6. Do you have a new headache that you cannot attribute to another health condition? Yes or No
7. Do you have a new diarrhea that you cannot attribute to another health condition? Yes or No
8. Are you experiencing chills? Yes or No
9. Are you experiencing repeated shaking with chills? Yes or No
10. Are you experiencing a new loss of taste or smell? Yes or No
11. Are you coming to work from Out of State (other than Idaho or Oregon)? Yes or No
   If you answer yes, you should notify your supervisor and you must self-quarantine for 5 days to become eligible to work in Washington.
12. Have you been exposed to a known positive case of COVID-19? Yes or No
   If you answer yes, you should consult your healthcare provider and stay home to self-quarantine for 10-days after last known contact, or 7 days with negative test (taken no later than 5 days after exposure). Notify your supervisor / instructor regarding your circumstances.
13. Your submission of this document is your electronic signature that at the time and date of submission the above documentation is correct to the best of your knowledge.
Section 14: Incident Reporting and Response Procedures

There are protocols in place for students, staff and faculty to engage in limited on-campus activities as guided by the Washington State Higher Ed Re-Opening Plan. These protocols primarily address safe work practices, such as sanitization, signage, health screening, PPE, recovery efforts and more. Based off these requirements, Bates Technical College created the COVID-19 Exposure Control, Mitigation, and Recovery Plan plan to operate safely during this pandemic.

This is the Reporting and Communication Protocol for communications with a student, faculty, or employee member who:

- Entered the campus and has had contact with others; and
- Has been diagnosed with COVID-19 or received a possible, not yet confirmed diagnoses within the 48-hour period of exposure contact on a college campus.

This communication protocol outlines:

1. Guidelines about how to communicate to an individual if he/she/they have contracted COVID-19 and has had contact with others on campus within a 48-hour period prior to onset of symptoms
2. Guidelines to those who have been in primary contact with an individual who has contracted COVID-19
3. Guidelines to those who have been in secondary contact with an individual who has contracted COVID-19
4. Guidelines to communicate to campus community (staff, faculty and students) re: a COVID-19 community transmission event
5. Guidelines with media relations

Privacy

- All outbound email communication should be sent individually. It should not be sent in a group or in a group with a blind copy.
  - Do not copy other faculty or administrators in email communication to protect the privacy of the student.
- All communication will be conducted within FERPA guidelines. The U.S. Department of Education in March released coronavirus guidelines for FERPA, the Family Educational Rights and Privacy Act, saying that schools could share coronavirus data if it does not give out personal information of students. Do not provide information that would identify the individual, such as gender, including pronouns, and age.
- All communication will respect the individual privacy to the highest level possible. Since HIPAA does not apply to higher education institutions and applies to health care organizations only, the college will follow the FERPA guidelines that do apply to the college.

1. Communication Protocol: Employee/Student tests a confirmed* positive and has had contact with others on campus

   **Student**
   Notification Flow:
   Student -> Instructor -> Response Team (Dee Nelons, Chelsea Lindquist, Chuck Davis (if cleaning is necessary), Valerie Martinez) -> President -> affected students

   **Employee**
Process for Student, Staff/Faculty performed by Response team and instructor/supervisor

1) **Request for medical confirmation***: This will help determine if BATES TECHNICAL COLLEGE needs to conduct contact tracing and communication process. If confirmation is not immediately available, take precautions and begin contact tracing measures. Test results usually take 5-7 days, so precautionary measures will be taken and will follow notification/communication flow.

2) **Understand timeframe of exposure**: According to the CDC, once exposed, symptoms typically present within 2-14 days. It is important that we understand the date(s) the student or staff member was on campus when the exposure occurred.

3) **Direct self-quarantine**: Self-quarantine and/or monitoring of symptoms should take place for 14 days following exposure. Notification of exposure should take place immediately upon notification within this 14-day time period. For instance, if exposure happens on April 1, notification should occur between April 1 and April 15.

4) **Contact tracing begins**: Response Team, along with the supervisor/instructor shall request the student or employee to complete a contact tracing questionnaire that outlines possible close contacts at the worksite/instructional site for a minimum of 14 days, prior to the onset of symptoms.
   a. Contact tracing documents shall be returned to the supervisor, instructor and/or Response Team. If contact tracing is unable to be completed by the staff/student due to onset of symptoms or other reasons, the Primary Care Contact (supervisor/instructor) shall submit the entire employee attendance list for the worksite or the entire class attendees for the date of reported symptoms and the prior 14 days.

5) **HR will be notified** about all employee exposure incidents

6) **Use communication template #1**

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2. **Communication Protocol: To those who have been in primary contact with an individual who has contracted Covid-19**

   **Student**
   Communication Flow:
   Response Team-> affected students

   **Employee**
   Communication Flow:
   Response Team-> Supervisor -> HR -> affected employees

   **Process for Response Team in collaboration with instructor/supervisor**
   - Define if the individual is a primary contact [(according to DOH: Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more)](https://www.doh.wa.gov/HealthPrevention/COVID19/CloseContacts.aspx).
   - If so, use communication template #2, and notify impact student(s)/employee(s).
   - Ask employee/student to report back to supervisor/instructor about quarantine or COVID-19 results.
   - If the amount of cases due to exposure begins to multiply based on one incident, the college will contact the Tacoma-Pierce County Health Department for notification and possible further investigative tactics.

3. **Communication Protocol: To those who have been in secondary contact with an individual who has contracted COVID-19**
**Student**
Communication Flow:
Response Team-> Instructor ->Student(s)

**Employee**
Communication Flow:
Response Team->Supervisor->Employee(s)

**Process for Response Team in collaboration with Primary Care Contact**
- Define if the individual is a secondary contact *(according to DOH: Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more).*
- This is a precautionary measure. According to the TPCHD, those “who have been in close contact with someone who was in contact with a confirmed COVID-19 case” have not been exposed. Use communication template #3 and notify impact student(s)/employee(s).
- Ask employee/student to report back to instructor/supervisor about quarantine or COVID-19 results, if applicable.

4. **Communication Protocol: When to communicate to campus community (staff, faculty and students) re: a COVID-19 event**

Communication Flow:
Instructor/Supervisor->Response Team->President->All employees and current students

Process/Considerations:
- Response Team would send a recommendation to College President if BATES TECHNICAL COLLEGE faces an incident of multiple cases per one confirmed exposure or the significant potential of multi-confirmed cases. We must ensure the COVID-19 case is confirmed.
- Upon approval from the College President, Use Communication Template #4.

5. **Communication Protocol: Media Relations**

Process
- Any media request should be sent to the PIO
- President to be notified
- If contacted by the media re: COVID-19 or other matters, please connect with the PIO. The PIO will assist, including providing comment, coaching BATES TECHNICAL COLLEGE sources, gathering information for the reporter and/or connecting the reporter with BATES TECHNICAL COLLEGE sources. PIOs also will work with reporter in the case of a controversial or difficult story to ensure BATES TECHNICAL COLLEGE is accurately and fairly portrayed.
Section 15: Returning After Signs of COVID-19

**Standard:** A faculty, staff member or student who had signs of suspected or confirmed COVID-19 may return to campus when:

If you tested positive for COVID-19, you need to isolate for 10 days and for at least 24 hours after fever is gone and symptoms are better. View the Tacoma-Pierce County Health Department’s Isolation or Quarantine infographic.

- If you think you have COVID-19, talk to your healthcare provider. He or she will be able to determine if you should be tested. View the Tacoma-Pierce County Health Department’s ‘I think I have COVID’ flyer. If you suspect you have COVID-19 follow these steps to prevent the spread of disease:
  - Stay home except to get medical care.
  - People who have mild cases of COVID-19 can isolate at home. Don’t leave unless you need medical care. Don’t go to work, school, or public areas. Avoid public transportation, ride-sharing, or taxis.
  - Separate yourself from other people in your home.
  - Stay in a specific room and away from other people and animals in your home. Use a separate bathroom, if available.
  - Monitor your symptoms.
  - Seek prompt medical attention if your illness get worse. Symptoms can include:
    - Cough.
    - Shortness of breath or difficulty breathing.
    - Fever, chills, muscle pain, headache, sore throat, loss of taste or smell.
    - Call ahead before you visit your doctor or an emergency room.
  - If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider take steps to prevent exposure to other people.

For additional information on COVID-19 exposure or diagnosis, and the most recent information on what to do if you’re vaccinated, please go to the Tacoma-Pierce County Health Department’s FAQ webpage.

Please see Section 10 for CDC guidelines for Additional information and recommendations.
Section 16: Cleaning and Disinfecting After Confirmed Case

(Trained Maintenance and Custodial Staff Procedure)

STANDARD: UPON COMPLETION OF THIS WORK ACTIVITY, THE ROOM WILL HAVE HAD 24 HOURS OF ISOLATION, RECEIVED AN ENVIRONMENTAL AIR QUALITY RESET AND BE CLEAN AND SAFE WITH ALL SURFACES AND HIGH TOUCH AREAS DISINFECTED AND/OR SANITIZED.

1. If a positive case is confirmed at the college, all spaces known to have been accessed by the confirmed case will be closed, sealed and secured for a minimum of 24 hours. All non-emergency access to the space will be prohibited.

2. During the shutdown:
   a. If possible, open windows to facilitate removal of contaminated air.    
   b. Modify engineering controls to:
      i. Increase airflow cubic feet per minute (cfm).
      ii. Open outside air dampers to increase the number of outdoor air exchanges.
      iii. As much as possible, increase space temperature and humidity.
      iv. If available, deploy UV lighting.

3. At the end of the shutdown, thoroughly clean and disinfect the affected spaces.
   a. If available, employ disinfectant fogging as the primary means of disinfection.
   b. Disinfect all surfaces, paying close attention to all “high-touch” areas.
   c. Ensure potentially contaminated surfaces remain wet with disinfectant chemical to ensure dwell times recommended by the disinfectant manufacturer.
   d. As recommended by the disinfectant manufacturer surfaces may be wiped and dried.
   e. Disinfection procedures will be rigidly monitored by the COVID-19 Site Supervisor and/or the Facilities and Operations Manager or Executive Director.
   f. All personnel participating in exposure response disinfection procedures will be provided appropriate PPE, including mask, face shield, Tyvek suit, gloves, and shoe covering.

Post-Exposure Incident Recovery

1. The COVID-19 Site Supervisor or COVID-19 Incident Commander/designee will consult with the Tacoma – Pierce County Public Health Department prior to reopening any area that was closed due to an exposure response.
2. The COVID-19 Site Supervisor or COVID-19 Incident Commander/designee will provide a written report of all actions taken during the Exposure Response and include recommendations for reopening.
3. The President or designee will make the final decision to open or reopen any college space or program.

Once the facility has been cleaned and deemed safe for general public access, the following communication and documentation will occur:

- The Executive Director of Facilities and Operations/Designee will re-open the building and/or area(s) according to the specific instructions in the Site Decontamination Procedures of this document.
- The Executive Director of Facilities and Operations/Designee will inform the Incident Commander and Campus COVID-19 Site Supervisor for the building(s) that contained the closed areas of availability.
- The Executive Director of Facilities and Operations/Designee will document all procedures and costs associated with the cleaning.
- The Campus COVID-19 Site Supervisor will notify affected students, faculty and staff of the re-opening and process used.
Section 17: Cleaning for Disinfection & Sanitizing (Custodial Staff Procedure)

STANDARD: UPON COMPLETION OF THIS WORK ACTIVITY, THE ROOM WILL BE CLEAN AND SAFE WITH ALL SURFACES AND HIGH TOUCH AREAS DISINFECTED AND/OR SANITIZED.

Equipment and Materials Needed
- Equipment cart
- Spray disinfectant and microfiber cleaning cloth
- Disinfectant solution and damp-mop, bucket, and wringer
- Can liners
- PPE

Workflow
1. Saturate a microfiber cleaning cloth with the standard disinfectant
2. Wipe all horizontal surfaces and ledges and leave wet for the duration of the dwell time
3. Wet wipe to disinfect and sanitize all high-touch points:
   - Doors, door handles and re-lites
   - Elevator controls and interior surfaces
   - Vending machines
   - Point of sales equipment
   - Handrails
   - ADA door opener paddles
   - Cabinet handles
   - Sink areas
   - Drinking fountains
   - Chairs and Furniture
   - Equipment: copiers, printers, phones etc. (wring cloth first and take care to not damage equipment)
4. Wet mop all hard floor surfaces with standard disinfectant and allow floors to air dry.
5. Elevators – wipe all surfaces, rails, control buttons inside & outside call buttons
6. Restrooms:
   - Wet wipe all hard surfaces including walls
   - Use standard cleaning/disinfection procedures for sinks, toilets and urinals
7. Place cleaning cloths in plastic bag for laundering.
8. Dispose of gloves in trash – New gloves for every room.
9. Tie trash bags for disposal and replace can liners

Personal Protective Equipment
- Protective hand wear – non-sterile nitrile gloves
- Protective mask and eye protection

Commentary
Develop a “workflow” as you clean, disinfect and sanitize a space. Work from the far end of the room high to low and towards the door. Pick up debris but do not sweep or brush (mop or wipe instead). Use fresh cleaning cloths & mop heads for each room to avoid cross contamination. Move furniture back into place after cleaning.
Section 18: Food Services

In general, all food services at Bates Technical College are on hold. Prior to recommencing food services, protocols will be put into place to ensure safe food handling and consumption. Protocols will consist of the following minimum requirements:

- Washington state reopening guidelines for restaurants will be followed.
- Capacity limits will be established and enforced (e.g., enforced at point of entry with clickers).
- Maintain physical distancing of six feet will be maintained.
- Floor markings will be installed to promote physical distancing.
- Signs will be posted to remind patrons of physical distancing, PPE requirements, and to use hand sanitizer.
- Routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sales) will be performed
- Cash payments will be prohibited. Payments only by card or contactless methods will be accepted
- All patrons will be required to wear a mask or cloth face covering except while eating
Supporting Guidance

Campus Re-Opening Guide (June 17, 2020)

Guidance on Preparing Workplaces for COVID-19

DOH - What to do if you were potentially exposed to someone with COVID-19?

CDC – Symptoms of Coronavirus

Phase 1&2 Guidelines from L&I

L&I Guidelines for Masks

Proclamation by the Governor amending Proclamations 20-05 and 20-25 et seq. 20-25.6 “SAFE START – STAY HEALTHY” County by County Phased Re-Opening
Stay%20Healthy%20%28tmp%29.pdf?utm_medium=email&utm_source=govdelivery

What to do if you have COVID-19 symptoms but have not been around anyone diagnosed with COVID-19

Guidance on Cloth Face Coverings from the Washington State Department of Health

Quarantine If You Might Be Sick
Stay home if you might have been exposed to COVID-19