



COVID-19 Exposure Control, Mitigation and Recovery Plan

This Plan has been updated to facilitate transition of Bates Technical College from Phase-1 to Phase-2 Operations.

The COVID-19 exposure control, mitigation and recovery plan will remain in effect as long as the Gubernatorial Proclamation 20-25 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 SBCTC



Campus Operations Protocols

1 PROCEDURE & MANAGEMENT



- President's Cabinet sets Operational Procedures and Protocols
- President must approve all system-wide business processes regarding COVID-19 pandemic responses
- A copy of the COVID-19 exposure control, mitigation, and recover plan documents will be readily available on all three campuses

2 PRE-SCREENING & MONITORING



- Employees, students and visitors must comply with self-screening and campus access procedures
- Persons that are symptomatic, or were exposed to COVID-19 are forbidden access to campus
- The College will have thermometer(s) available to facilitate temperature screening

3 PHYSICAL DISTANCING & PPE



- The College will provide, at no cost, appropriate PPE (gloves, goggles, face shields, and face masks etc.)
- Where possible, all persons must maintain 6 feet of separation or employ additional controls and PPE
- Supervisors will stagger shift start times / breaks, and may impose physical barriers and/or continue work-from-home protocols and will limit or eliminate face-to-face meetings when possible
- Face coverings must be worn in general public areas (both indoors and outdoors) at all times.

4 CLEANING & DISINFECTING



- Facilities will ensure appropriate PPE for custodial personnel (masks, gloves, hand sanitizer, etc.)
- Daily cleaning of high-touch areas using Facilities department disinfection procedures will be performed
- General cleaning of campus buildings by facilities and operations staff will be performed routinely
- Full disinfection procedures will be performed as directed by the Department of Health

5 COMMUNICATION / EDUCATION / TRAINING



- Campus-wide COVID-19 training including Q&A on all protocols, hand washing / hygiene, and how to use PPE
- Campus posters will provide general information, physical distancing, safety measures to take at home, etc.
- Regular updates to employees using multiple communication channels will continue
- President's Cabinet will meet as needed with direct reports to answer questions and debrief

6 CASE MANAGEMENT & RESPONSE



- Guidelines for reporting symptoms, exposure to COVID-19, and suspected cases will be readily available
- Response requirements if a worker reports symptoms at work or tests positive will be provided
- Contact tracing / home isolation / quarantine, with follow-up on employee condition will be provided
- Clearance to return to work when appropriate will be managed by Human Resources



Procedure and Management Details



1 The Office of the College President

- President's Cabinet approves and authorizes Operational Protocols
- President's Cabinet receives regular reports regarding site preparedness from the COVID-19 Taskforce
- President's Cabinet receives periodic reports regarding campus access activity
- President must approve all college-wide business processes for COVID-19 pandemic responses

2 Director of Safety and Security (Incident Commander)

- Operationalizes standards by creating protocols for system-wide deployment
- Monitors and validates readiness across all locations where buildings have been opened
- Advises regarding standards and requirements (e.g., CDC, Federal, State, County, etc.)
- Schedules taskforce meetings as necessary to provide recommendations to the College President
- Provides for escalation forum as required by campus-specific incidents.

3 COVID-19 Taskforce

- Executes and implements standards and protocols at all locations under the President's oversight.
- Meets as needed with campus-specific personnel to debrief information and collect information to provide to the College President
- Identifies gaps and risks in protocols or standards and addresses them locally as far as possible
- Identifies gaps and risks in protocols or standards that cannot be (or should not be) addressed locally and recommends mitigation strategies to the College President
- Retains autonomy to deploy protocols and risk mitigation strategies consistent with those the College President has approved.



Plan Phases

These Phases may be adjusted as necessary to align with requirements of Federal, State, and Local officials in a systematic, and uniform approach. The College will transition from phase to phase in a careful and thoughtful manner, consistent with the Governor's plans and as approved by the State Board for Community & Technical Colleges (SBCTC)

- **Phase-1:** Low Risk F2F Laboratory Delivery
- **Phase-2:** Non-lecture F2F Laboratory Delivery
- **Phase-3:** Expanded Student Instruction & Services
- **Phase-4:** Full Operations & New-Normal

This document has been updated to support Phase-2 Operations
Non-lecture Face-to-Face Laboratory Delivery



Non-lecture F2F Laboratory Delivery

Phase-2 Operations Include:

1. All non-lecture based higher education and workforce training, including those activities for which physical distancing may not be maintained, is authorized to resume.
2. Physical distancing of at least 6-feet of separation must be maintained by every person at the location at all possible times. In instances where the 6-foot separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all employees/students performing those activities prior to commencing and appropriate PPE and other controls must be implemented
3. Non-instructional departments/services will serve students through online methods where possible and only as permitted under the Governor's Phase-2 plan, student/employee interactions will be limited to appointments only.
4. Continue providing required employees services that must be F2F for practical, regulatory, or legal reasons
5. Maximizing conditions for maintaining healthy faculty, staff, and students during a pandemic
6. All non-essential personnel campus visits must receive prior Cabinet-level approval



Non-lecture F2F Laboratory Delivery

The Phases identified in this plan will be implemented consistent with advice, recommendations, and directives from Federal, State, and Local officials.

The Non-lecture F2F Laboratory Delivery phase has three Protocols to support Phase-2 activities:

- **Protocol 1:** **Transition:** All elements of this plan and the requirements of the Governor's orders must be satisfied before the College President will agree to transition from Phase-1 to Phase-2 Operations¹
- **Protocol 2:** **Operations:** This plan, until modified by the College President, will govern day-to-day activities during the Non-lecture F2F Laboratory Delivery period
- **Protocol 3:** **Case Management:** This plan will rely on Health Department instructions in the event that an individual visiting a college campus has tested positive for COVID-19.

¹ All elements and requirements of the Governor's Phase-2 plans and Bates Technical College Policy CP2050 & Procedure CP2050PR are incorporated by reference into this plan.



THANK YOU!

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