



BTC COVID-19: Fully Vaccinated Campus Guidelines & Procedures

Updated: August 31, 2021

Bellingham Technical College takes the health and safety of our employees, students and visitors very seriously. Even with increased availability of the vaccine against COVID-19, we all must remain vigilant in continuing to control the outbreak, especially as variants present new risks to both vaccinated and unvaccinated communities. Governor Inslee has approved Institutions of Higher Education to transition to new guidelines under revised Proclamation 20-12.4 issued July 6, 2021 as the state reframes its pandemic response strategy to encourage vaccinations and reach community immunity. The Governor recently revised these guidelines with Proclamations 20-25, Washington Ready and 21-14, Vaccination Requirement.

BTC supports the efforts to ensure that all eligible Washington residents become fully vaccinated against COVID-19.

Proclamation 20-12.4 allows greater flexibility of operation for Institutions of Higher Education that are categorized as Fully Vaccinated Campuses. Bellingham Technical College will operate as a Fully Vaccinated Campus.

The following guidelines were developed to meet the requirements set forth in Governor Inslee's [Proclamation 20-12.5](#) for Higher Education, as well as [Proclamations 20-25.15, Washington Ready](#); and [21-14.1, Vaccination Requirement](#).

1. All BTC employees (anyone who receives a paycheck and a W-2) must be fully vaccinated against COVID-19 by October 18, 2021 (subject to any medical exemptions required by law and any approved religious exemptions) as a condition of employment.

a) Vaccinated employees must verify their status via an online attestation form that can be accessed at btc.edu/vaccinationstatus and with their supervisor.

- i. The self-attestation of vaccinated status must include the date(s) when each dose of the COVID-19 vaccine was administered.
- ii. After the self-attention is completed, supervisors will contact their employees to verify and record vaccination status by visual inspection of one of the following:
 - a. CDC COVID-19 Vaccination Record Card or photo of the card
 - b. Documentation of vaccination from a health care provider or electronic health record
 - c. State immunization information system record
 - d. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above

b) For purposes of this protocol, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine approved or authorized for emergency use by the FDA (e.g., Pfizer-BioNTech or Moderna); or two weeks after they have received a single-dose COVID-19 vaccine approved or authorized for emergency use by the FDA (e.g., Johnson & Johnson (J&J)/Janssen); or two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for emergency use by the World Health Organization (WHO).



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c) The following chart outlines the timelines for becoming fully vaccinated by the required date:

Vaccine	Series Dose Requirement	First Dose no Later Than	Second Dose	Completed Series	Fully Vaccinated
Pfizer	2 doses, 21 days apart	09/13/21	10/04/21	10/04/21	10/18/21
Moderna	2 doses, 28 days apart	09/06/21	10/04/21	10/04/21	10/18/21
Johnson & Johnson	Single dose	10/04/21	N/A	10/04/21	10/18/21

2. All BTC students who participate in or attend courses, operations, or other activities in person at BTC locations must verify their vaccination status or attest to any medical or religious exemptions.

a) Vaccinated students and employees must verify their status via an online attestation form that can be accessed at btc.edu/vaccinationstatus.

i. The self-attestation of vaccinated status must include the date(s) when each dose of the COVID-19 vaccine was administered.

b) For purposes of this protocol, a person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine approved or authorized for emergency use by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine approved or authorized for emergency use by the FDA (e.g., Johnson & Johnson (J&J)/Janssen); or two weeks after they have received all recommended doses of a COVID-19 vaccine that is approved or listed for emergency use by the World Health Organization (WHO)

c) Please note: Allied Health programs with clinical requirements may require vaccinations and may not recognize exemptions, dependent on clinical partner policies. Participation in Allied Health programs will be subject to those restrictions, if any.

d) As additional doses of the vaccines approved or authorized for emergency use by the FDA become recommended, the definition of fully vaccinated will shift to incorporate current recommendations and guidelines.

3. Students and employees are attesting to the truthfulness of their self-attestation and will be subject to disciplinary action if their self-attestation is determined to be untruthful.



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4. BTC and/or state and local public health officials may require further verification of the student's vaccination status, including observing the student's CDC vaccination card, state immunization information system record, or other documentation.
5. All BTC students and employees who participate in or attend courses, operations, or other activities in person at BTC locations are required to wear face-coverings while indoors. Limited exceptions are available to fully vaccinated employees with supervisor and/or administrator approval, and for eating and drinking.
 - a) Each employee or student required to wear a mask will provide their own [qualifying face mask](#) as appropriate.
 - b) For people claiming exemptions to the face covering order, other safety measures will be put into place to protect the safety of the exempt people and others. If gloves, goggles, or face shields are required, BTC will provide those.
6. Every volunteer, contractor, and visitor to BTC locations must wear a face covering in compliance with Governors' Proclamation 20-25.
7. Previous social distancing guidelines on BTC locations have been removed.
8. Building check-in is no longer required and check-in stations have been removed.
9. The daily health attestation is no longer required for students or employees.
 - a) Bellingham Technical College employees and students are strongly encouraged to stay home if they are sick. They are also encouraged to leave if they become ill while on campus.
 - b) If a student or employee has been in [close contact](#) (within six feet of an infected person for a cumulative total of 15 minutes within 24 hours) with someone who has been confirmed with a positive case of COVID-19, they should use the CDC guidance on how to self-monitor and when to contact their health care provider. If an employee develops COVID-19 symptoms, they must seek medical attention and notify their supervisor as soon as possible. If a student develops COVID-19 symptoms, they should notify their instructor as soon as possible.
 - c) If a student or employee has a sick family member at home with COVID-19, they should notify their supervisor/instructor as soon as possible. The student or employee must then follow the isolation/quarantine requirements established by the Washington State Department of Health.
 - d) Any employee or student developing a temperature of 100.4°F or higher while on campus is considered to have a fever and will be sent home. Employees and students are to report to their supervisor/instructor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell).



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e) If an employee or student develops symptoms while they are not on campus, they should not return to campus until they have been evaluated by a healthcare provider. Employees should contact their supervisor directly by telephone or Human Resources by telephone at 360-752-8354 and students should contact their instructor(s). Instructors notified by students about potential or positive cases should report this information immediately to the Safety Director. Failure of employees or students to comply will result in employees/students being sent home during the emergency action.

f) If an employee or student is confirmed to have a COVID-19 infection, Bellingham Technical College will inform fellow employees/students of their possible exposure to COVID-19 on campus but maintain the confidentiality of the infected person. Bellingham Technical College will instruct fellow employees about how to proceed based on guidelines from the Whatcom County Health Department and the CDC Public Health Recommendations for Community related exposure.

10. Cleaning procedures will comply with Department of Health and L&I guidelines.

a) Employees and students are required, at a minimum, to wash or sanitize their hands at the beginning and end of each class period. This can be done in classroom and workspaces or at nearby designated bathrooms. Employees and students must leave their workstations to wash or sanitize their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can be used.

b) Information will be posted in all locations hosting on-campus instructional activities recommending hygienic practices approved by the U.S. Centers for Disease Control (CDC).

c) Disinfectants will be available to employees and students throughout instructional locations. Cleaning supplies will be frequently replenished by Facilities. The cleaning supply bucket includes disinfectant, and disposable paper towels.

d) Faculty and students will clean and disinfect high-touch surfaces in their offices/classrooms/labs, shared tools, machines and other equipment with disinfectant supplies provided by Facilities.

e) Facilities will clean and disinfect high-touch shared spaces to include restrooms, doorknobs, elevator buttons, handrails, etc.