



BTC COVID-19: Fully Vaccinated Campus Guidelines & Procedures

Updated: September 21, 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 approved Institutions of Higher Education to transition to new guidelines under revised Proclamation 20-12.4 issued July 6, 2021 as the state reframed its pandemic response strategy to encourage vaccinations and reach community immunity. The Governor recently revised these guidelines with Proclamations 20-12.5, 20-25.15, Washington Ready and 21-14.1, Vaccination Requirement.

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

Proclamation 20-12.5 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](#).

EMPLOYEE GUIDELINES

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](#) 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, an employee 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);

Bellingham Technical College does not discriminate against any person on the basis of race, color, religion, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA98225, or call (360) 752-8354.



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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).

- c) The following chart outlines the timelines for employees 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

- 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 will be updated appropriately.
2. Employees seeking a medical or religious exemption must claim their status via the [online attestation form](#) and contact Human Resources to complete the appropriate attestation form.
- a) If the exemption is approved after review, Human Resources will work with the employee and their supervisor to determine whether and how a reasonable accommodation can be made.
- b) Unvaccinated employees who come to campus must have a weekly COVID test. Weekly rapid testing for employees will be provided by BTC. Supervisors will work with employees to set a regular testing schedule.

STUDENT GUIDELINES

3. All BTC students who may 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. Online-only students who do not come to campus for any reason may request an exemption from the vaccination requirement each quarter that they qualify.



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

- a) Vaccinated students must verify their status via an [online attestation form](#).
 - 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) 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.
 - d) 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.
4. Students asserting a medical or religious exemption must claim their status via an [online attestation form](#).
- a) Students who assert a medical or religious exemption to vaccination may be required to complete an additional form, which will be sent as necessary after online attestation is submitted. Students with approved religious or medical exemptions will receive accommodations which will at least include requiring them to adhere to stricter public health guidelines.
5. Students asserting an online-only exemption must claim their status via an [online attestation form](#) and complete an additional form, which will be sent after the online attestation is submitted.
6. Students must initiate and complete vaccination verification or exemption process during their first quarter after August 2021 by the deadlines published by BTC or face administrative drops and/or registration blocks.



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- a) For Fall Quarter 2021:
 - i. Attestation forms must be submitted by October 1.
 - ii. Any exemptions must be approved and accommodations implemented by November 30.
7. 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.

GENERAL GUIDELINES

8. All BTC employees or students who have a change in their vaccination or exemption status must complete the [online attestation form](#) again and re-submit.
9. All BTC employees and students who participate in or attend courses, operations, or other activities in person at BTC locations are required to wear face-coverings at all times while indoors and whenever congregating in a group outdoors.
 - a) Exceptions to the masking policy will be made for people actively engaged in eating.
 - i. Eating is allowed on campus only in designated areas with social distancing practices. No eating is allowed in classrooms or shared office spaces.
 - ii. Designated eating areas include the following spaces:
 - a. Settlemyer Hall
 - b. Cafeteria
 - c. Employee break rooms
 - d. Outdoor picnic tables and benches
 - e. Designated space for Nursing and Allied Health
 - b) Limited exceptions to the masking policy will be permitted for vaccinated employees working alone in a physically isolated workspace.
 - c) Each vaccinated employee or student will provide their own multi-ply face mask to wear while on campus. Single-ply masks, face gaiters, bandanas, balaclavas, and similar face coverings are not approved.
 - d) Each unvaccinated employee or student will provide a KN-95 mask to wear while on campus. Standard multi-ply masks, single-ply masks, face gaiters, bandanas, balaclavas, and similar face coverings are not approved for unvaccinated employees or students. BTC will provide masks to those students who cannot afford them.



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- e) 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.
 - f) Every volunteer, contractor, and visitor to BTC locations must wear a multi-ply face mask at all times, indoors and outdoors.
10. All instructional and service activities will keep a three-foot or greater social distance standard to the greatest extent possible.
11. All instructional and common work areas will keep windows and doors, including shop doors, open to the greatest extent possible in order to facilitate optimal ventilation.
- a) Campus ventilation systems are being run at maximum, within established health guidelines. Floor fans should not be used.
12. Building check-in is required in Settlemyer Hall, the library, and cafeteria; check-in stations have been established at access points. All students and employees should check in as they enter the designated spaces.
13. The daily health attestation is no longer required for students or employees. All students and employees should follow the respective **COVID Illness Response Procedure** for either students, or employees.
14. 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 classrooms 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.



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

For additional clarification or any questions please see the [Frequently Asked Questions \(FAQ\) on BTC's COVID Updates web page](#) or email covidquestions@btc.edu.