

Bellingham Technical College

Phase 2: COVID-19 Campus Guidelines – June 11, 2020

Bellingham Technical College takes the health and safety of our employees, students and visitors very seriously. With the spread of COVID-19, a disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. Governor Inslee has approved Institutions of Higher Education to transition from Phase I to Phase 2 of the 4-Phase Plan as long as the county in which the institution is located has been approved to Phase 2. Whatcom County is currently in Phase 2, therefore Bellingham Technical College can implement the Phase 2: COVID-19 Campus Guidelines.

Phase 2 allows for Governor-approved non-lecture based higher education and workforce training instructional programs to resume on campuses. Institutions continue to be strongly encouraged to continue remote learning and to limit in-person interactions. Therefore, all other college instruction, student services and support, and employee support will remain in remote operations or closed. The Campus Access procedure, available on SharePoint, will remain in effect.

The following guidelines were developed to meet the requirements set forth in '*Phase 2 Higher Education & Workforce Training COVID-19 Requirements*' that include addressing exposure control, mitigation and recovery elements.

COVID-19 Supervisor

1. A site-specific supervisor will be designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. The supervisor or designee will be available at all times during work and class activities.
 - a. The site supervisors are:
 - i. Main Campus: Al Jensen with alternating and posted designees
 - ii. Perry Center: Joel Hoines
 - iii. TDC: Peter Morgan
 - iv. RRC: Ricoh Vigen
 - b. The site supervisor's name and contact information will be posted on site at the building entrance so that they may be contacted at any time during their supervisory shift.
 - c. The site-specific supervisor will keep a copy of and be familiar with the most current version of this plan.
 - d. The site-specific supervisor will oversee the implementation of this plan and ensure that each person at their location is complying with the requirements of the plan.

COVID-19 Safety Training

2. Safety trainings will be conducted at all locations occupied by employees/students on or before the first day of on-campus activity, and updated weekly thereafter, to explain the protective measures in place for all employees and students. Social distancing must be maintained at all gatherings.
 - a. To be allowed on campus, students and employees will sign up for campus access online.
 - i. Student and faculty access will be provided for each day of class on campus.
 - ii. Other employees may request access as necessary for essential work that must be done on campus.
 - b. Attendance will be taken by instructors each day at the beginning of class. Faculty will take roll-call verbally and sign in each student when their presence is confirmed.
 - c. COVID-19 safety requirements will be visibly posted on the door to each teaching location.

- d. BTC Site Supervisor will regulate/coordinate safety training protocols as required.

Social Distancing

3. The site-specific supervisor will work with employees and students to ensure social distancing of at least 6 feet of separation between all persons at their location.
 - a. Individual programs will have their own plans written and approved by the campus Safety Manager and program Dean. The site-specific supervisor will ensure the program plans are followed.
 - b. This regulation will be covered during safety meetings and BTC will post relevant signage on walls and floors to keep at the forefront of minds of individuals on campus.
4. Gatherings of any size will be prevented by taking breaks, performing lab-type activities and lunch in shifts. To the extent possible, time staggering will occur to minimize gathering of multiple individuals. Any time two or more persons must meet, ensure minimum of 6-feet of separation. Establish entry and exit plans to help ensure students maintain adequate space when entering or exiting the building.
5. Site supervisors will identify and control “choke points” and “high risk areas” at locations where students typically congregate so that social distancing can be maintained. This includes monitoring the smoking shacks.
6. Each individual program’s plan will include how to minimize interactions during class activities; ensure minimum 6-foot separation when at all possible by furniture placement, physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 6-foot separation.

Personal Protective Equipment (PPE)

7. Each employee and student will provide their own face mask as appropriate. If gloves, goggles, or face shields are required, each program will provide those. Each student and employee will be required to wear a face mask when entering a building. If they have not brought one, there can be a one-time issue to students and employees. Facial coverings must be worn by every employee and student not working alone (no chance of human interaction). If appropriate PPE is not utilized, the activity is not authorized to commence, recommence or the site must be shut down.

Refer to Coronavirus Facial Covering and Mask Requirements for additional details,
https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationemployers.pdf.

A cloth facial covering is described in the Department of Health guidance,
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.

Sanitation and Cleanliness

8. 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.

9. The following information will be posted in all locations hosting on campus instructional activities: required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; using hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
10. Disinfectants will be available to employees and students throughout instructional locations. Cleaning supplies will be frequently replenished by Facilities. The cleaning supply bucket includes hard surface cleaner, disinfectant, and disposable paper towels. Use of supplies and disinfectants will be covered during start of safety training.
11. 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. Shared tools and equipment must be sanitized between users.
12. Facilities will clean and disinfect high-touch shared spaces to include restrooms, doorknobs, elevator buttons, handrails, etc.
13. If an employee or student reports feeling sick and goes home, the area where that person worked will be immediately disinfected and the Emergency Preparedness / Safety Manager notified.

Employee & Student Health/Symptoms

14. 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. Additionally, if a student or employee has been in close contact 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 symptoms of acute respiratory illness, they must seek medical attention and notify their supervisor as soon as possible. If a student develops symptoms of acute respiratory illness, they should notify their instructor as soon as possible.
15. 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.
16. Prior to arriving on campus, all employees and students must take their temperature and confirm that they do not have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Any employee or student with a temperature of 100.4°F or higher is considered to have a fever and cannot come to campus.
17. 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).

18. 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 Emergency Preparedness & Safety Manager

Failure of employees or students to comply will result in employees/students being sent home during the emergency action.

19. Failure of employees/students to comply (e.g., refusing to wear the appropriate facial covering) will result in employees/students being sent home during the emergency actions.
20. Any employee/student coming to work/class on a location in Washington from any state that is not contiguous must self-quarantine for 14 days to become eligible to work or attend class in Washington.
21. 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 as required by the Americans with Disabilities Act (ADA). 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.

Campus Log

22. Instructors must keep and maintain a daily class attendance log of all instructors and students. The instructor must keep and retain their attendance log for at least four weeks. The log must include the name, phone number, and email address of anyone listed.
23. The Campus Access procedure, available on SharePoint, will remain in effect and the list of those approved to be on campus will be maintained for a minimum of four weeks.

Resources

- These Phase 2 COVID-19 location safety practices are required as long as the phased approach is in effect or if adopted as rules by a federal, state or local regulatory agency. All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).
- Employers can request COVID-19 prevention advice and help from L&I's Division of Occupational Safety and Health (DOSH).
- Employee workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.