

COVID-19 Safety Protocols for Campus Children's Center

Revision date: 8/18/2020

The protocols below are subject to change. Additional or more stringent protocols put into place by Washington State, The Evergreen State College, or its designee, will supersede this document. In the case of such an instance, this document will be immediately updated and the new version will be posted outside the director's office.

This safety plan has been approved by Evergreen's Health and Safety Committee.

1. SAFETY TRAINING, SUPERVISION AND ENFORCEMENT

- a. This work unit has identified Casey Lalonde as the site specific COVID-19 Supervisor. In her absence, she designates Tally Ramsfield, Donna Simon, Marilyn Fuller, Erin Miller, Jennifer Murtagh, or Kelly Pratt as the acting COVID-19 supervisor. One of the Site Supervisors will be available whenever the Campus Children's Center is open.
- b. Class activities will only occur in the following defined spaces:
- c. Any person who fails to abide by these safety guidelines may be directed to leave the building. This includes, but is not limited to, failing to wear an appropriate mask properly, maintaining social distance separations, or abide by other safety measures outlined below.
- d. It will be incumbent upon all to respectfully remind one other and create a caring atmosphere of respect and safety.
- e. Before the first day of in-person instruction, students will participate in an online Safety Training by the COVID-19 Supervisor. An in-person safety training will be conducted on the first day of in-person instruction. Attendance will be communicated verbally and the trainer will sign in each attendee.
- f. All adults onsite will abide by the safety measures and procedures in place.
- g. Safety updates will continue weekly thereafter, on the first class meeting each week, through remote or in-person meetings that follow social distancing guidelines.
- h. A copy of this safety plan and COVID-19 safety requirements will be provided to students in a digital format prior to in-person classes. At least one physical copy will be posted in each instructional room.
- i. Faculty members will take attendance for each class session. An attendance log of students' time in class will be maintained and submitted as requested to the Environmental Health and Safety coordinator.
- j. Classified staff will ensure that student staff and families follow the provisions of this safety plan during class activities. If student staff and families do not follow

the provisions even after being directed to do so, they will be reported to the COVID-19 site supervisor.

- k. The acting COVID-19 supervisor will restrict all unnecessary visitors to the building. Allowed visitors will be documented, by name and contact information, in the class attendance log.

2. HEALTH VERIFICATIONS

- a. Students, staff and faculty will complete a “COVID-19 Health Verification” form through my.evergreen.edu before each visit to campus and class. The form asks about health conditions, including fever and other symptoms, as well as travel and self-quarantine. Class visitors will be restricted. Permitted visitors (upon approval by the COVID-19 supervisor) must also complete a health verification form (either digital or hard copy).
- b. Those without thermometers or other appropriate equipment may have their temperature taken on campus with a no-contact thermometer at the laboratory before attending class and complete the form in an alternate manner. Paper forms will be provided for this purpose. *(This process remains in development and is still pending approval; 27 July 2020)*
- c. Those persons who “pass” the COVID-19 health verification form may attend class. Those who do not pass the verification form must stay home. Faculty will provide students with alternate assignments to be completed remotely. Faculty who do not pass the verification form will teach remotely.
- d. If students, staff or faculty develop any COVID-19 symptoms as listed on the health verification form (i.e. fever over 100.4, cough, shortness of breath) over the course of their time in the class, they will be sent home immediately. The COVID-19 Supervisor will notify the Health Alert team; the individual (or supervisor by proxy) should immediately submit a health verification form and indicate all the current conditions of concern.
- e. Any individual who tests positive for COVID or has close contact with someone who tests positive for COVID must stay home and submit a health verification form with responses appropriate to their circumstances.
- f. Students, staff, or faculty who fail to comply with these actions will be sent home.
- G. Students who do not believe it is safe to attend class in person may request alternate assignments from their faculty.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a. Face coverings or masks are required for everyone five years old and older, and encouraged for those who are three and four years old -- employees, students, and visitors – on campus whenever they are in a shared space. Masks will be worn at

all times when in the building or on a playground unless eating or, in the case of children, resting. Face shields will never be discouraged but are not a substitute for face masks unless a person is three, four, or five years old. Face covering means a cloth face covering that covers the nose and mouth; these can be:

- i. A sewn mask secured with ties or straps;
- ii. Multiple layers of fabric tied around the head;
- iii. Made from a variety of materials such as fleece, cotton, or linen or factory-made or made from household items.

Options that are not acceptable include:

- i. Bandanas worn as loose, single-layer cloth and similar coverings are the least effective face masks and should be replaced with masks provided by the College.
 - ii. Face masks with exhalation valves do not provide community protection and are therefore not permitted.
- b. Masks will be provided at the front door. Anyone three years old or older may use their own face coverings provided they cover mouth and nose (and are not included in the noted exceptions above).
 - c. The College will supply medium risk masks, as defined by Washington Dept of Labor and Industries. All adults will follow best practices for re-use and disposal of these masks, which depends on their make and quality. Adults responsible for children will teach them these best practices.
 - d. Office Assistant 3 will inform the COVID Site Supervisor, Area Manager, or designee regarding PPE and other equipment needs and the number of people requiring it. The Site Supervisor will ensure that PPE and equipment is provided at the appropriate distribution point.
 - e. Disposable gloves are not a substitute for handwashing. Non-disposable gloves may transmit disease in the same manner as bare hands. Nitrile lab gloves should be worn when necessary for the work being done and should not be worn unless engaging in food preparation, cleaning, blood borne pathogen mitigating first aid, and toileting/diapering children. .
 - f. Cloth masks should be laundered regularly.

4. SOCIAL DISTANCING

- a. Students, staff, and faculty will only access the rooms for the academic offerings to which they are registered. Class visitors will be restricted. Permitted visitors (upon approval by the COVID-19 supervisor) must abide by the same restrictions.
- b. Social distancing of at least 6 feet of separation will be maintained by every adult, understanding that occupants may briefly pass by others at times.
 - i. This transitory movement should be infrequent, brief, and done with the furthest separation possible.



- c. Every restroom is a single occupancy restroom at this time. Adults will not use bathrooms as a place to take a break from wearing a mask.
- d. Classrooms shall not exceed the maximum occupancy designated for social distancing. Seating shall be set up to maximize interpersonal distance. Furniture will not be rearranged once the appropriate distances have been established.
- e. On-campus lunches and breaks must be enjoyed outside of the classroom, either in outdoor spaces with proper social distancing, in designated eating indoor eating areas (e.g. The Greenery), or in personal vehicles.
- f. Entry and exit to classrooms shall occur with social distancing of six feet while waiting in line. Floor markers shall be used to help with distancing.
- g. Students, staff, and faculty agree to practice physical distancing and to follow PPE recommendations when out in the community. Please follow the strictest advisories regarding federal, state and local travel, including travel within your own state, as well as domestic and international travel.

5. SANITATION AND CLEANLINESS

- a. Upon entering an instructional building everyone should wash hands in the restroom. Soap and water are available in all restrooms, classrooms, and on both playgrounds.
- b. Every adult must wash their hands frequently and thoroughly with soap and water for at least 20 seconds:
 - i. before and after using the bathroom
 - ii. after touching their face, blowing their nose, coughing, or sneezing
 - iii. before and after eating
 - iv. when hands are visibly dirty
 - v. Children's hands will be washed by adults regularly throughout the day.
- c. Everyone should assume that someone else has used any given space within the past 24 hours.
- d. Shared equipment should be minimized.
 - i. If disinfectant solution, paper towels, disposable gloves, hand soap, or other supplies are running low, staff should contact the Office Assistant for replenishment well in advance of the need.

6. EXPOSURE RESPONSE PROCEDURES

- a. Any potential/suspected exposure or confirmed exposure to COVID-19 should be reported through the Health Verification Form (even if the individual does not plan to come to campus). That report will trigger the College's Health Alert Team responses.

- b. Those who have a confirmed case of COVID-19, or have been exposed to a confirmed case, shall self-quarantine or isolate per public health guidelines: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf>
- c. If a student, staff, or faculty member is confirmed to have COVID-19, the COVID-19 Site Supervisor will notify Evergreen's Environmental Health and Safety Office of the incident (EHS@evergreen.edu).
- d. The COVID-19 Supervisor will work with the Health Alert Team to identify and inform fellow employees and students of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- e. Students, staff, or faculty exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- f. If there is an incident, the COVID-19 Supervisor will follow the guidelines and procedures outlined by Evergreen's Environmental Health and Safety Office in implementing the Facility Post-Exposure Incident Recovery Plan.
- g. If a student, staff, faculty member, or visitor is confirmed to have COVID-19 while attending an in-person class, the COVID-19 Site Supervisor will notify Evergreen's Environmental Health and Safety Office of the incident (EHS@evergreen.edu) as well as the Academic Deans (deans@evergreen.edu). **All in-person classes associated with the confirmed case, and those classes associated with the classroom(s) involved, shall be cancelled until the Environmental Health and Safety Office approves them to resume.**
- h. Decontamination of an affected site will be conducted by the college. Signage will be posted on affected rooms to restrict access until decontamination is complete. Custodial Services will conduct decontamination of the classroom spaces.
- i. Contact tracing will be conducted by Thurston or Pierce County Health Authorities in consultation with Evergreen's Environmental Health and Safety Office. Class attendance forms and onsite logs will be provided as necessary.
- j. If the COVID-19 supervisor needs to be quarantined, they will communicate with remaining staff and faculty and designate a new COVID-19 supervisor if one is available. If an alternative COVID-19 supervisor cannot be designated, the students' work will need to be put on hold.

IMPLEMENTATION CHECKLIST

- 1) Confirm that all of the following implementation steps have been completed



COVID-19 Campus Safety

- a. Location identified and prepared to post the plan and make it available in your work/teaching area(s)
 - b. Confirm that you have proper personal protective equipment (PPE) available for all employees under this plan (requests for clarification and/or equipment may be sent to EHS@Evergreen.edu)
 - c. Confirm that sanitation, & cleaning supplies are procured/on-hand and distributed
 - d. Confirm or post signage for hand-washing, masks, and physical distancing within your area
 - e. Ensure that Visitor and/or Contact Tracking Logs are in place/available, as appropriate to the work activity (Name, Phone, Email)
- 2) Conduct training on the plan
 - a. Connect everyone with the online COVID-19 Health Verification form and explain its use
 - b. Document who has completed the training
 - 3) Begin on-campus activities
 - 4) Watch for weekly updates
 - 5) Repeat training weekly (send training record/documentation along with any questions, issues, concerns to EHS@Evergreen.edu)