

**Gateways COVID-19 Safety Plan for In-Person Teaching at The Green Hill School  
The Evergreen State College  
Fall 2020**

Revision date: 10/30/2020

*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.*

**Written Plan:** This program based, COVID-19 Safety plan is designed for field activities with staff and faculty only. If/when Evergreen students are included in the activities, the plan must be reviewed and assessed for necessary changes.

COVID-19 supervisors will provide copies of the plan upon request during the activity and the plan will be posted on the program's Canvas site.

**In person activities will take place once a week (Tuesdays) at the Green Hill School located in 375 SW 11th St, Chehalis, WA 98532. The participating students consist of 15 currently incarcerated youth at the institution (2 class meetings of 7 and 8 students). TESC faculty member Maria I. Morales will visit the institution every week. In addition, Talib Williams (Gateways Program Director) and Kate Murphy (AmeriCorps member) will alternate every other week. All participants will drive their own vehicles to Green Hill. In addition to following this safety plan, all students, Green Hill staff, and TESC employees will also fulfill Green Hill COVID safety protocols.**

**Talib Williams, Maria Isabel Morales, and Kate Murphy have completed the COVID-19 safety plan course on Canvas. In addition, all three participants will ensure that the Health Verification Form (available on MyEvergreen) is completed PRIOR to all visits to Green Hill.**

**For questions or information about Green Hill protocols:**

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### **COVID-19 SUPERVISOR**

**Gateways** has identified **Maria Isabel Morales and Talib Williams** as COVID-19 supervisors. The COVID-19 supervisors have been tasked with daily implementation of this plan and have been delegated the authority to require compliance, restrict people from participation, and/or allow people to work from home. Students and student or part-time staff are prohibited from being COVID-19 supervisors, even in a temporary capacity.

- The COVID-19 supervisor/s must be present for the entire activity for an activity to occur, except for short breaks.

### **ENFORCEMENT**

In accordance with Green Hill safety protocol, any student that shows symptoms will not be allowed to participate in class until they are tested and a negative result follows. All students that reside in the same “unit” will not be allowed to attend class until they, too, are tested.

Evergreen staff and faculty will be especially diligent in following and modelling similar safe behaviors.

### **COVID-19 SAFETY TRAINING**

- Staff and faculty will complete the online Canvas COVID-19 training modules before the first in person hybrid activity. The COVID-19 supervisor will ensure that Talib and Kate complete the training before beginning the activity.
- If, as the quarter progresses and the conditions permit it, TESC students are allowed to visit Green Hill, the COVID-19 supervisor will ensure that every participating student completes the training before the beginning of the activity. In this scenario, this safety plan will be re-worked to ensure the safety of all students involved.

### **PHYSICAL DISTANCING**

1. Every person will always maintain physical distancing of at least 6 feet of separation, except for transitory movement, such as passing someone on a walkway or in a hallway.
  - o This transitory movement should be infrequent, brief, and done with the furthest separation possible.
2. If an activity cannot be accomplished through proper physical distancing, the activity cannot occur.
3. If activities involved shared supplies, all users will disinfect their hands before and after using the supplies, and all equipment or surfaces before and after class.
4. 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.

### Masks and face coverings

Well-fitted face masks are required for everyone working within a shared space, even when alone.

1. Students and faculty may use their own face masks provided they cover the mouth and nose. Green Hill students will use face masks provided to them by the institution.
2. Loose and single layers of fabric are not acceptable as face masks.
3. Face shields may be worn in addition to, but are not a substitute for face masks.
4. Unless paired with a surgical or comfort mask, face masks with exhalation valves do not provide community protection and, therefore, are not permitted.

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### **Donning, Doffing, and General Handling of Masks/Face Coverings**

When putting on and removing a face covering, one must carefully consider the process in which this is done to avoid contact with a potentially contaminated face covering.

1. Clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% ethanol before and after touching or adjusting face covering
2. Avoid touching the areas closest to the mouth on the face covering, inside and out.
3. Visually inspect the face covering to verify its integrity.
4. When handling face coverings during storage, sanitization or laundering, wash hands or wear gloves before and after handling.
5. A paper or plastic bag is recommended for storage during transport to and from work/activity sites.
6. Keep face coverings on as much as possible. Frequent donning/doffing of masks can increase risks of contaminating hands or other surfaces, as well as increase the potential for degradation and failure.
7. Cloth masks can be laundered as would normally be appropriate for the source fabric; the hotter the better.

### Sanitization, Cleaning & Extended Use of Masks/Face Coverings

1. For non-cloth and medical style masks, faculty and staff may use the following rotation: 5 face coverings, 5 paper bags labeled Monday-Friday. Monday mask is used on Monday, placed in bag and left there until the following Monday, creating a 7-day period between uses of a single face-covering.
2. Green Hill students will follow The Green Hill School's procedures on mask replacement.

## SANITATION AND CLEANLINESS

All students, staff, faculty must have access to soap and running water (preferred) or to hand sanitizer when running water cannot be provided.

### Hand Sanitation

Students, staff, and faculty should wash hands for at least 20 seconds if soap and water is available or use approved hand sanitizer provided by the COVID-19 supervisor.

Students, staff, and faculty must sanitize their hands

1. immediately upon arriving to the classroom
2. before and after using the bathroom
3. after touching any program supplies
4. after touching their face, blowing their nose, coughing, or sneezing
5. before and after eating
6. Before exiting the classroom space

### Arrival Procedures

1. Physically distance from others at the gathering location
2. Sanitize hands.
3. Check in with Green Hill staff. Provide them with Identification and sign in.
4. Green Hill staff will check our temperature.
5. Go through security check.
6. Sanitize or wash hands upon arriving to the classroom.
7. Move to the assigned activity area and disinfect any supplies used for workshops.
4. COVID-19 Supervisor will ensure that all hand sanitizers are replenished when needed.

### Exit Procedures

1. Any shared workshop materials that were used must be washed with soap and water or wiped down with disinfectant solution.
2. Return items to their collection area.
3. Sanitize or wash hands.

### HEALTH VERIFICATIONS AND WHEN TO STAY HOME

Staff and faculty will fill out the COVID-19 Health Verification form on [my.evergreen.edu](https://my.evergreen.edu) prior to arriving to the Green Hill School. This will serve as a pre-screen prior to travel, and is the College's process for tracking and responding to any incidents of concern.

- o If they are not able to fill out the Health Verification form online, they may contact their COVID-19 supervisor to have them fill the information out for them by proxy.
- o Before starting work, staff, and faculty will check in with the COVID-19 supervisor and confirm that they have successfully completed the COVID-19 Health Verification form. This may be done by calling up the HVF Badge from their profile on my.Evergreen.
  - If for any reason a student, staff or faculty does not pass the Health Verification, they should immediately notify their COVID-19 supervisor.

Students, staff, and faculty will not be allowed to participate in any in-person program activities if:

- o They have a temperature that exceeds 100.4 °F
- o They have any of the following symptoms in the last 72 hours that cannot be attributed to another health condition or a specific activity such as physical exercise: a fever (assessed without the use of fever-reducing medication), chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.
- o They have been diagnosed or tested positive for COVID-19
- o They had close contact (within 6 ft for 15 min or more) with someone who is currently sick with suspected or confirmed COVID-19.

- o They had close contact with a person who has themselves knowingly been in close contact with someone who is currently sick with suspected or confirmed COVID-19.
- o They travelled outside of Washington in the last 14 days. Staff and faculty should self-quarantine for 14 days after their return before returning to campus or in-person program activities.

If an individual ‘fails’ the health check and receives a message to ‘stay home’ they should NOT participate in any in-person activity. They should:

- o Inform their COVID supervisor
- o Respond to the Health Assessment Team when they reach out for more information and follow the guidance that is provided.

If an individual develops any COVID-19 symptoms (i.e. fever, cough, shortness of breath) during in-person program activities they should notify their supervisor and go home immediately. The individual should also immediately submit a health verification form.

After any of the previously mentioned situations, students, staff, and faculty must be cleared by the Health Alert Team and contact their COVID-19 supervisors for approval before returning to work.

Students, staff, and faculty who do not believe it is safe to participate in-person should request accommodation from their supervisor.

Upon arriving to The Green Hill School and before allowed to enter the classroom, the administration will take the temperature of faculty and staff using a No-Contact thermometer.

### **CONTACT TRACKING AND TRACING**

1. The COVID-19 supervisor will maintain an up-to-date class list for each cohort of an in-person program activity which should include: the date, the COVID-19 supervisor/s name/s (and emails), the Green Hill student names, any additional Green Hill staff present (and their emails).
2. Records will be submitted upon request to the Environmental Health and Safety coordinator. If needed, contact tracing will be conducted by Thurston or Lewis County Health Authorities in consultation with Evergreen’s COVID response team.

### **EXPOSURE RESPONSE PROCEDURES**

1. If a student, staff or faculty is confirmed or suspected to have COVID-19, the COVID-19 supervisor will inform the COVID-19 Response team ([COVID@evergreen.edu](mailto:COVID@evergreen.edu)) and the



Kiara Moses (Green Hill Work Experience and Culture Program's Manager) and follow both institution's protocols for any incident responses.

2. Staff and faculty with a confirmed case of COVID-19 or exposed to a confirmed case, shall self-quarantine or isolate per public health guidelines:

<http://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDExposed.pdf>.

- The COVID-19 supervisor will follow recommendations laid out by EHS and the Health Alert team, which may include informing Green Hill staff, Evergreen faculty and staff of their possible exposure to COVID-19 in the workplace. Confidentiality must be maintained as required by the Americans with Disabilities Act (ADA).
3. Staff and faculty exposed to a co-worker or student 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>

### CONTINGENCY PLANNING

4. If a COVID-19 supervisor needs to be quarantined, they will communicate with remaining COVID-19 supervisor/s to request possible coverage of the support load.
5. The supervisor will also notify Kiara Moses or Lori Nesmith, assistant Superintendent at Green Hill.

### IMPLEMENTATION CHECKLIST

1. Update the Safety Plan template with your program specifics. If TESC Olympia students are allowed by the Green Hill School to participate in-person activities, this safety plan will be revised to ensure the safety of all participants.
2. Confirm approval for your activity
3. Coordinate scheduling with appropriate area managers (i.e. Green Hill)
4. Confirm with your area support staff that all of the following implementation steps have been completed
  - a. Location identified and prepared to post the plan and make it available in your work/teaching area(s)
  - b. Proper personal protective equipment (PPE) is available for all staff, and faculty



## ***COVID-19 Campus Safety***

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covered under this plan (requests for clarification and/or equipment may be sent to [EHS@Evergreen.edu](mailto:EHS@Evergreen.edu)). Green Hill staff will provide students with PPE.

- c. Sanitation, & cleaning supplies are procured, on-hand and distributed
- d. Signage for hand-washing, masks, and physical distancing are posted
5. Lead/conduct training/s detailed in the plan
  - a. Connect activity participants (faculty and staff) with the online COVID-19 Health Verification form and explain its use
  - b. Connect activity participants with the online Canvas COVID-19 training modules
  - c. Follow Green Hill School protocols and procedures.
  - d. Document who has completed the trainings
6. Begin in-person weekly meetings.
7. Watch for weekly campus COVID-19 updates