

Employee Meeting Guidelines and Safety Plan – Fall 2020

Revision date: 9-17-2020

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. These safety guidelines are provided by Evergreen's Health and Safety Office to inform in-person or on-site activities.

SCOPE OF APPROVAL

When limited in-person employee meetings are allowed, they may be done without additional safety plans or approvals, so long as they:

- Are held outdoors (including covered spaces) OR
- Are held in an interior space with no other users in the building, and the building/space can be closed for 5 days post-event without impacts to other users.
- Do not require any additional staff support (equipment requests, cleaning, etc.)
- Involve only Evergreen employees or contractors
- Do not involve a credit-bearing activity
- Adhere to local gathering size restrictions
- Adhere to the basic requirements and COVID-19 precautions listed below
- **Accommodate remote participation needs as necessary**

Any in-person meeting or activity that does not fall within the above scope should seek approval using the [safety plan approval process](#) listed on sites.evergreen.edu/covid19 website.

BASIC REQUIREMENTS

All participants must:

- Notify their supervisor or Dean
- Complete the college's COVID-19 Campus Safety Training available in Canvas
- Adhere to the [COVID-19 Campus Safety Plan](#)
- Complete the Health Verification Form on my.evergreen.edu on the day of the event
- Follow all safety requirements for the given activity, including use of PPE, social distancing, sanitation, etc.

STANDARD COVID-19 PRECAUTIONS

The college has developed the following standard precautionary actions to limit the spread of COVID-19 and minimize the risks associated with in-person activities. The following sections define how these precautions must be implemented for the activity covered by this plan.

- Health Checks – prior to arrival at the meeting using the Health Verification Form
- Face Masks – must be worn at all times when working with or around others
- Social Distance – at least 6’ between people at all times
- Hand Washing – with soap and water or hand sanitizer
- Disinfection – of surfaces, common touch-points, and shared equipment or tools
- Attendance Log – to facilitate contact-tracing if necessary

Meeting conveners should either act as or delegate a designated COVID-19 supervisor who is responsible for:

- Ensuring that appropriate/necessary masks and cleaning supplies are available (see below)
- Confirming that all attendees have completed the safety training
- Confirming that health checks have been done
- Monitoring and reminding attendees to follow the standard precautions during the meeting
- Requesting the event space through Schedule Evergreen, as appropriate

HEALTH VERIFICATIONS

Each person must check their health prior to working on any College property or meeting in-person. Health checks screen for new/emerging symptoms or risks associated with COVID-19. Use the Health Verification Form on my.evergreen.edu on the day of the event, prior to arriving on site.

Attendees may call up their completion badge, from their [my.evergreen](http://my.evergreen.edu) profile page, when checking in with the designated COVID-19 supervisor on site.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Disposable face masks and other PPE are available for college employees. The designated event COVID-19 supervisor should contact Tammy Van Natta (tindlet@evergreen.edu) at least three business days before the activity to request and arrange pickup of masks and/or PPE.

Face coverings or masks are required for everyone, with only two exceptions:

1. When outdoors, when 20 feet of space between people can be maintained
2. While in a personal vehicle

Face coverings and masks must cover the nose and mouth; these can be:

- Medical-style, disposable masks
- A sewn mask secured with ties or straps
- Multiple (at least 3) layers of fabric tied around the head

Options that are not acceptable include:

- Bandanas worn as loose, single or double-layer cloth
- Neck warmers worn similarly
- Masks with exhalation valves

SOCIAL DISTANCING

Social distancing of at least 6 feet of separation will be maintained by every person. Meeting organizers should work to ensure that the chosen location meets this need and there is a backup plan for weather considerations.

People will briefly pass by others at times. Such, transitory passing movement should be infrequent, brief, and done with the furthest separation possible.

Any work that requires less than 6' of distance for prolonged periods does not fall within the scope of these Employee Meeting Guidelines and should use the [safety plan approval process](#) listed on sites.evergreen.edu/covid19 website.

SANITATION AND CLEANLINESS

Individuals should wash their hands (or use hand sanitizer) upon arrival at the site, and regularly during the event.

Use of shared equipment should be minimal and only if essential for the activity. Any shared equipment must be sanitized between uses. If possible, individuals should provide their own equipment, or be provided with equipment that is not shared between users. Examples of this might include a white board, markers, etc. Meeting organizers are responsible for ensuring adequate quantity of cleaning and sanitizing supplies (sanitizing wipes, hand sanitizer, etc.).

SAFETY TRAINING

All attendees must complete the COVID-19 safety training prior to attending any in-person event, which can be accessed through the Canvas dashboard or by going to canvas.evergreen.edu. Don't have access? Email ehs@evergreen.edu and request to be added, at least 3 days prior to the event.

EXPOSURE RESPONSE PROCEDURES

Meeting organizers should maintain a list of attendees. If contacted by the Health Assessment Team or health authorities, they will need to provide:

- Names
- Date(s)
- Location(s)
- Description of event

Any change in Health Verification Form status for individuals who have been on campus or in-person for work within the previous 72 hours should be reported to the College immediately using the Health Verification Form or emailing COVID@evergreen.edu.