



SAFE BACK TO CAMPUS PLAN

Updated for Fall 2021

INTRODUCTION

Edmonds College takes the safety and health of all students and employees very seriously. As a result of the current pandemic we have adapted our plans again, knowing we will continue to face serious challenges in keeping infection limited as we return to campus. The rules and guidelines are still changing as we go, and may be challenging to navigate. To support campus wellness we will continue enhanced cleaning procedures and ask everyone to participate in cleaning behind themselves in work and learning environments. We will continue to stay abreast of any report of a positive COVID-19 test, or anyone with a close contact to a positive case. Recognizing that this disease presents an ever-changing landscape, we will continue to update this plan to include the most current recommendations from our public health authorities.

GUIDING PRINCIPLES

This plan allows organized, monitored, safe, and healthy reintegration to campus life for faculty, staff, and students. Following guidance from the CDC and our local health officials, and including voices from a cross section of campus through the [Reentry Task Force](#), we have continued to adapt our plans and remain flexible, allowing us to be agile and responsive in the face of an ever changing international health crisis. It is vital to the success of our campus community that we continue to make informed course corrections as the situation evolves. This plan reflects our best knowledge and response for the situation as it is currently presenting.

OBJECTIVES:

- To safely return to campus in person to serve our students
 - Limit the potential for transmission of illness among employees, students, and visitors
 - Serve the needs of our students and employees while abiding by federal, state, and local COVID-19 safety guidelines
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GOALS AND ACTIONS



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The following actions are required to prevent or minimize further infection across the Edmonds College community in all areas while allowing us to meet the educational needs of our students.

CLEAN AND SAFE SPACES FOR LEARNING, TEACHING, AND WORKING

The health of our campus community requires a commitment to wearing our masks wherever advised by public health officials and keeping high touch areas clean and wiped down with disinfecting products. While custodians are assigned to do touchpoint cleaning throughout the day, **the best approach for everyone's health is a whole community effort. To ensure the best outcome for everyone, all employees and students will continue to be proactive participants in keeping our work and classroom spaces clean to reduce the potential for spread of COVID-19.** Individuals will need to take ownership for wiping down their personal and shared work spaces throughout the day.

To ensure custodial, maintenance, and security staff have consistent situational awareness of activities on campus, we will return to regular use of the college's scheduling system (25Live) to schedule all on campus activities including classes, meetings, and other functions. We will also have department plans filed by each department on campus sharing the work schedules of employees who will be on campus and information about the areas they will be working in.

To ensure we are meeting the Department of Labor and Industries' health and safety standards, employees will be trained to the appropriate level for their work area and duties for cleaning, sanitizing, and safety procedures, as well as how to maintain current safety standards. This may include:

- Ensuring workers are trained on cleaning chemicals used in their workplace if needed
- Increasing frequency of cleaning commonly touched surfaces
- Use of personal protective equipment (PPE) including cloth face coverings, and hand sanitizer
- No sharing of headsets or other objects that are near mouth or nose

The college will follow the [CDC's Guidance on Disinfecting](#) in all areas, including but not limited to routine sanitization of high touch surfaces and shared resources. (e.g., doorknobs, stair rails elevators, vending machines, points of sales).

- Custodial staff will go through restrooms and public spaces where classes and/or work is scheduled twice a day, cleaning high touch areas.
- College custodial employees will sanitize all touch surfaces in classrooms, instructional labs, public areas, restrooms, lounges, and similar shared space each evening (5 days per week)



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- In the event we receive a report of a positive COVID-19 test impacting a space we will follow the CDC guidelines for sanitizing the space
 - Custodial staff will respond to spaces impacted by an ill individual ASAP
 - If it has been more than 1 day since the person who is reported to be ill visited or used the facility, additional disinfection is not necessary, in which case the custodial team will continue routine cleaning protocols.

Many people have asked about building air quality concerns. Our campus Plant Manager provided the following information about our HVAC System and how it works to keep us healthy. Minimum ventilation rates vary by building, but the campus facilities team ensures that all HVAC systems are properly functioning and meet or exceed mechanical engineering codes.

They have provided the following guidance for opening doors and windows.

It is only ok to open windows and NON-fire doors in Olympic and Cedar buildings and the Indoor Hitting Facility. These buildings are ok to have open windows and doors that are not fire doors.

The rest of our buildings on campus are equipped with mechanical HVAC systems and while opening windows and doors may feel like they improve air flow, it will in fact lead to interruptions in the system. Please contact the Facilities Department at facilities@email.edcc.edu if you have any questions or concerns.

In the event we need to isolate or lockout a contaminated area, we will:

- **Close off** areas used by the person who is sick and notify facilities ASAP
- **NOT open windows or prop open doors.**
 - Positive control of mechanical systems satisfies air dilutions/air exchange rates.
- Campus building HVAC systems have the correct manufacturer specified filters
- Ventilation strategies and methods will be tailored to the affected building if needed. The primary intent, per ASHRAE recommendation, will be 24 hour mechanical ventilation, with 100% outside air supply.
- Our campus systems are set to complete a full air exchange 4-8 times per hour depending on the building.

CLASSES AND MEETINGS

- Wherever in person meetings or classes are held, we will follow current best practices, including:
 - Wearing cloth face coverings at all times while indoors



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- Practicing good hand hygiene by washing with soap and water, or using hand sanitizer in the absence of soap and water
- Not sharing tools such as pens or computers

Instructional Re-Entry Protocols

Faculty and instructional support staff share numerous concerns related to face-to-face instruction. However, given proper PPE and hand hygiene, added cleaning safety measures and the increasing numbers of people in our region being vaccinated against COVID-19, face-to-face instruction may now return in all areas of teaching. As such, faculty have responded by being agile, engaged, and receptive to best practices outlined by the CDC, Snohomish County Health Department, State Board and internal EC protocols, making in person classes very safe for everyone involved.

Students, staff, and faculty will be issued the needed PPE. Faculty may obtain disposable face coverings from their department staff so they have them available for use in classes where someone has lost or soiled theirs and needs a replacement.

- If a student reports having had symptoms within 72 hours, having been exposed to someone with a positive Covid test result, or having received a positive Covid test result themselves, faculty must excuse the student immediately and direct the student to file a [Covid Health and Illness Report](#).
- Faculty should also file a [report](#), with as much information as they have to ensure there is no missed opportunity to ensure campus safety.
- When possible, classrooms will have identified single entry and exit points marked with clear signage.
- Prior to the end of class, faculty, staff, and students will ensure their instructional workspace is clean by:
 - Cleaning immediate work space with provided disinfectant wipes.
 - Use alcohol wipes or spray on electronics
 - Ensuring door handles and other high touch surfaces have been cleaned.
 - Wiping down any communal equipment used for laboratory instruction.
 - Verifying each individual work space has been cleaned.

PLANS FOR DEPARTMENTS TO SERVE OUR CAMPUS



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Departments will develop their own area specific plans using [this form](#) to provide limited information to SSEP and Facilities departments. This information will be used to ensure we are following best practices wherever possible in meeting or exceeding state and local guidelines for health and safety, as well as maintaining security standards.

These plans will contain the following information:

- Two contacts for coordination of ordering PPE.
- On Campus work schedules for staff in department

For continued comfort and safety we will maintain reasonable physical distance, and allow alternate contact methods where needed or requested.

Achieving this will include, but is not limited to:

- Using non-contact methods of greeting
- Cleaning hands with soap and water or hand sanitizer when moving between work and class spaces or buildings
- Allowing payment of tuition and fees [online](#) using either a major credit card or by check or money order.
 - Mail check or money order to: Edmonds College, Cashier's Office, 20000 68th Ave. W, Lynnwood, WA 98036
- Filling out paperwork digitally instead of in office or manually
- Employees are encouraged to avoid congregating in break rooms or other commonly shared spaces, and to wipe down touched surfaces as with soap and water or provided cleaning wipes.
- Where possible, alternate office and work-from-home days to limit number of staff in any given shared office spaces

Supervisors of departments are responsible for educating and monitoring employees under their supervision. This includes but is not limited to:

- Reporting known [symptoms](#) of a positive test for COVID-19, or close contact with a person positive for COVID-19
 - In the event of a known positive case of COVID-19 on our campus we will follow health department guidelines for notification, and CDC Guidance for cleaning and sanitizing areas visited by the infected person.
 - The identity of the infected person will be kept confidential within the bounds of the law.
- If you become aware of a positive COVID-19 test for yourself or another, please notify the college's health coordinating officer by completing [this form](#).



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COMMON SPACES

To maintain safety during use of common spaces:

- Restrooms will be limited in use based on size.
- Reflection/Meditation will be sanitized between each user.
- Lactation room and equipment will be sanitized after each use and will be monitored by CSEL staff.
- Game room will be open. Additional sanitation efforts will be implemented by game room staff to ensure equipment checked out by students is wiped down between each use. Popcorn will continue to be served by game room staff only.
 - We will continue to look for and provide online gaming opportunities as well.
- The library will provide a combination of online and in-person instruction and reference services, access to print, reserves, and online resources, and a space in which to study. [Check the library website for hours](#), 24/7 chat reference services, and other information. Please follow posted guidelines, and wear a mask at all times indoors.
- Gym
 - PE classes will be taught in a hybrid format with close attention to safety and sanitation.
 - General use of the Seaview Hall's facilities are limited for the time being. The gym will be open from 8:30 am to 4:30 pm, Monday-Friday. Open gym and weight room times will be [posted online](#) by September 22, the third day of the quarter.
- Activities will be scheduled in advance with the Assistant Athletic Director and Athletic Director approval. All activities must take place when normal custodial services are scheduled and will be entered in 25Live to notify security, facilities, etc. Coaches will be responsible to ensure all student-athletes have completed the [daily health attestation](#) upon admittance into college athletic facilities. All athletic staff and students will continue to follow the [NWAC's COVID-19 Health & Safety Policies](#).
- Athletic facility rentals will be approved on a case-by-case basis beginning with outdoor events only. Athletics team camps will be approved on a case-by-case basis inside the gym. The plan to restart indoor rentals is being developed and evaluated for approval in the near future.
- The Brier Cafe will be open for limited seating during fall quarter following health guidance.
- The Brier Grill will remain closed with the adjacent seating areas open for student use.



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- Triton Espresso will be open in Mountlake Terrace hall 8:00am - 2:00pm with an expanded menu during the week.
- Student lounge spaces will be open for limited seating
- STEM study room and MESA rooms will be open with reduced hours and limited capacity for fall quarter.
 - [STEM Study Room Info and Hours](#)
 - [MESA Center Info and Hours](#)
- Music labs, small study rooms, and small areas will be open for use when they can be made safely available.
 - When this occurs students and employees will rotate through these spaces using shorter time increments to allow everyone the opportunity to safely use the space.
 - In these instances the individual who uses the space will be responsible to clean and wipe down all flat and touchpoint surfaces using supplied cleaning equipment as they exit the space.

MOVING AROUND CAMPUS

Students and employees will be required to wear a cloth or disposable face covering inside all buildings at all times. Masks are required outside where large crowds may gather. Good hand hygiene is also encouraged.

WHAT IF I GET SICK?

Anyone experiencing [Covid symptoms](#) is not to come to campus, but instead contact their healthcare provider or reach out to their [local county health department](#) and immediately complete the [COVID-19 Illness Reporting Form](#). Jade Jeter-Hill, Director of Safety, Security, and Emergency Preparedness is serving as the campus health coordinating officer and she or another trained college health officer will reach out to you once they receive the report. They will go over information you may need to assist you with support services and ensure they have the correct information to do any needed campus related contact tracing. Please see [supporting guidance](#) from the Washington State Department of Health if you are ill.

We continue to do our best to ensure our community members remain healthy, and if we have a person on campus test positive, campus community members who may have been impacted are notified and given information to help them understand next steps for the health and safety of themselves and their contacts.



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Every day that students and employees come to campus they will be responsible to ensure they are not experiencing COVID-19 symptoms, have not had close exposure to someone positive for COVID-19, and have not had a positive COVID-19 test result since their last visit to campus.

Students, employees, and visitors cannot come to campus if they are symptomatic, were exposed to COVID-19, or have recently received a positive COVID-19 test result.

- Employees will either be provided teleworking options or will be required to take leave. Contact HR to find out what leave options are available to you.
- Any employee experiencing symptoms associated with COVID-19 shall immediately report they are experiencing COVID-19 like symptoms to their supervisor. The supervisor will direct the employee to leave work, if they are currently at work, or stay home, if they are not at work, and self-quarantine as a precaution.
 - The supervisor shall complete the [COVID-19 Illness Reporting Form](#) recording the latest contact information for the employee, including home or mobile telephone numbers, and other needed information so the college's COVID-19 health coordinator can reach them for follow-up.
- If the employee is at work and experiencing severe symptoms requiring immediate medical attention, the supervisor should call 911, and notify the dispatcher that the distressed employee has COVID-19 symptoms, so that emergency medical service responders may use appropriate precautions. Please have someone notify security of the 911 call by dialing 425.754.0154.
 - Once an employee has reported COVID-19 symptoms or a positive COVID-19 test, they/or their supervisor where needed will complete the college's [COVID-19 Illness Reporting Form](#), to connect the employee with the our health coordinating officer to discuss contact tracing, return to work timelines in accordance with the current guidelines from the Snohomish Health Department, and receive information from HR about leave options
- Any student experiencing symptoms associated with COVID-19 while on campus shall notify a college official or their faculty member and plan to immediately leave campus.
 - If they are currently living in student housing, they need to report to the housing office that they are ill, and self quarantine while seeking medical help. The person receiving the report is to notify Security immediately.
 - Students are also to complete the [COVID-19 Illness Reporting Form](#)
- In all cases where there is reported possible COVID-19 exposure within the last 24 hours:
 - Security will secure the space and notify Facilities Administration



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- Facilities Administration will:
 - Notify maintenance to initiate 100% air flush within HVAC system capability for 24 hours.
 - Custodial personnel clean and disinfect the ill employee's work area if not located in a private office.
 - Common areas not impacted will continue to be sanitized frequently, per standard procedures.

INFORMATION AND EDUCATION

Signage and messaging are a big part of successful reentry and a safe return. Every building entry door will have informational signage with reminders about hand washing, and wearing face coverings. Additionally we will post information in other areas as appropriate. Concerns of COVID-19 safety protocols not being followed should be reported to Safety, Security and Emergency Preparedness (SSEP) Via email at SSEP_Leadership@edcc.edu.

Messages about changes in the college's open status, any reported cases of COVID-19, or other urgent updates will be sent to all campus community members via their college email accounts or the email they have listed in CTCLink as their preferred email. Notices will also be posted on the college's website at edcc.edu/coronavirus. **It is important to review your email regularly for the most current information.**

The college's Safe Back to School plan will be available online and can be printed upon request from any student service or security office area.

FOSTERING POSITIVE MENTAL HEALTH

- Stigma occurs when people associate a risk with a specific person, place, or thing – like a minority population group – and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.
- Stigma hurts everyone by creating fear or anger towards other people. Stigma affects the emotional or [mental health](#) of stigmatized groups and the communities they live in.
- For information about counseling services and resources visit edcc.edu/counseling
- For additional resources, employees are encouraged to review the Employee Assistance Program. Information can be found at <https://employees.edcc.edu/hr/eap.html>
- Stopping stigma is important to making communities and community members [resilient](#).
- Everyone can help stop stigma related to COVID-19 by [knowing the facts](#) and sharing them with others in your community.



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- Communicators and public health officials can help counter stigma during the COVID-19 response.
 - Maintain privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
 - Quickly communicate the risk or lack of risk from associations with products, people, and places.
 - Raise awareness and provide facts about COVID-19 without increasing fear.
 - Share accurate information about how the virus spreads.
 - Actively work against and dispel myths, rumors, stereotypes that promote bias or discriminatory behaviors related to COVID-19. Written and visual messaging should be screened to ensure we are not reinforcing any negative stereotypes, bias or xenophobia.
 - Share the need for social support for people who have returned from traveling or are worried about friends or relatives in the affected regions.

[Edmonds CC Pandemic Response Plan](#)

Department Specific Plans

[Student Housing COVID-19 Response Plan](#)

[Center for Families COVID-19 Plan](#)

[Athletics COVID-19 Return to Play Plan](#)

[Food Services](#)

All Plans subject to change as the guidance changes.

Edmonds College COVID-19 Response Team, includes the President's Leadership Team, Director of Marketing and Public Information, Director SSEP, Interim Executive Director of Facilities, and the Director of HR.