



SAFE BACK TO CAMPUS PLAN

INTRODUCTION

Edmonds College takes the safety and health of all students and employees very seriously. As a result of the current pandemic we have developed this plan knowing we will continue to face serious challenges in keeping infection limited for the next 9-18 months both in Washington State and across the world. To support campus wellness we have developed cleaning procedures, sanitation plans, social distancing standards, and plans for response to any work or class space that has a report of a positive COVID-19 test. Recognizing that this disease presents an ever changing landscape, as significant new information arises, this plan will be updated to include the most current recommendations from our public health authorities.

CURRENT SITUATION AND GUIDING PRINCIPLES

As of May 30, 2020 Washington State introduced [“Phase 2 Higher Education Workforce Training COVID-19 Safety Requirements”](#). In this phase institutions of Higher Education (IHEs) were allowed to hold in person hands on training classes that fell under specific career needs in Washington state. Adherence to the health and safety requirements was to be strictly enforced by all IHEs, with classroom/lab specific individual safety plans developed and maintained. Workforce training also includes schools licensed by the Workforce Training and Education Coordinating Board (Workforce Board) and the Department of Licensing (DOL).

On June 24, Gov. Jay Inslee issued a [proclamation](#) and provided additional guidance to colleges and universities in the form of a [Campus Reopening Guide](#) developed by the Higher Education Reopening Workgroup. These documents changed some of the requirements and guidance of IHEs. With this information in hand, we have developed this plan so we may continue a successful recovery and reentry for Edmonds College. As required, we will follow Washington state phased reopening guidelines for gathering sizes, and will limit or prohibit visitors as advised by health officials.

This plan allows organized, monitored, safe, and healthy reintegration to campus life for faculty, staff, and students when the time is right. Following the checklist, guidance from state and local health officials, and including voices from a cross section of campus through the [Reentry Task Force](#), we built our plan with flexibility 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 and the included annexes reflect our best knowledge and response for the situation as it is currently presenting.



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Pre-outbreak preparation and planning:

[\(College's Existing Pandemic Plan\)](#)

OBJECTIVES:

- Reduce the potential for transmission of COVID-19 on the college campus and in college facilities
- Decrease potential transmission of illness among employees, students, and visitors
- Maintain mission-critical activities to serve the needs of our students and employees

College identified critical functions include:

1. Communicate Internally and Externally
2. Teach Classes
3. Provide Critical Student Support Services
4. Admit and Register Students
5. Process compensation, benefits and payroll
6. Purchase Goods and Services

GOALS AND ACTIONS

The following actions are required to prevent or minimize further infection across Edmonds College Community in all areas

CLEAN AND SAFE SPACES FOR LEARNING, TEACHING, AND WORKING

The health of our campus community requires a commitment to sanitizing high contact surfaces consistently. While custodians will be assigned to do regular touchpoint cleaning throughout the day, **the best approach for everyone's health encourages a whole community effort. To ensure the best outcome for everyone, all employees and students will 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 several times a 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.

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,



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sanitizing, and safety procedures, as well as how to maintain new safety standards relevant to social distancing. This may include:

- Ensuring workers are trained on cleaning chemicals used in their workplace if needed
- Increasing frequency of cleaning commonly touched surfaces
- Personal Protective Equipment (PPE) training on requirements for, and use of, masks/gloves and other safety equipment
- Employees will not share 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 scheduled every 2-3 hours 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 day (5 days per week)
- 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
 - 24 hours must pass before custodial access for sanitation, any potentially infected area will be secured until sanitation can occur.
 - Exterior *accessible* touch surfaces will be cleaned with disinfectant immediately.
 - If it has been more than 7 days 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 and [ASHRAE standards](#) and no specified alterations to our normal HVAC systems are necessary. 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



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- Ventilation Strategy and methods will be tailored to the affected building if needed as various buildings are equipped with different devices and capabilities. The primary intent, per ASHRA recommendation will be 24 hour mechanical ventilation, with 100% outside air supply.

CLASSES AND MEETINGS

- Wherever in person meetings or classes need to be held we will maintain social distancing. Best practices for in person meetings with social distancing include;
 - Where classroom or in person meetings are needed - spaces are measured and set up to meet the requirements, including
 - Space seats 6 feet apart
 - Remove chairs to ensure adherence to social distancing

Instructional Re-Entry Protocol(s)

Faculty and instructional support staff share numerous concerns related to face-to-face instruction. However, given proper PPE, social distancing, and contact tracing, limited face-to-face instruction is possible. While this may be difficult to implement, certain programs rely on a hands-on component to ensure specific student learning outcomes (SLO) therein are met. As such, faculty are responding by being agile, engaged, and receptive to best practices outlined by the CDC, Snohomish County Health Department, State Board and internal EdC protocols.

Anticipated in person teaching activities include many labs (chemistry, biology, engineering, engineering technology) as well as numerous professional and technical courses. Working with the Office of the Vice President for Instruction and academic deans, faculty will confirm the number of prospective students via enrollment reports and ensure assigned instructional space capacity supports social distancing. In the event an instructional space cannot support the entire class at one time, faculty will work with their respective dean to explore a hybrid multiple week session model.

Students, staff, and faculty will be issued needed PPE. Faculty can order cloth face coverings for their classes using the [PPE Ordering Form](#). They will advise students via Canvas of various required forms they must complete to be on campus participating in classes. These may include but are not limited to: authorizations to conduct health screenings, daily health screenings, weekly COVID-19 safety training, lab/classroom clean up check-off list, and other program specific safety and cleaning needs as outlined in class safety plans.



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- If a student has had symptoms within 72 hours or failed the daily health screen questionnaire, faculty must excuse the student immediately.
- 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.
 - 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

Departments will develop their own area specific plans using [this form](#) in coordination with the college's [Director of Safety, Security, and Emergency Preparedness](#) to ensure they are adhering to best practices and state and local guidelines for health and safety.

These plans will include but are not limited to the following information:

- Ensure all staff have appropriate PPE. Supervisors may order cloth face covers for those who need them and other PPE through the [college's online order form](#).
- Limit the number of people allowed in an area at any one time to reduce contact and ensure social distancing.
- Ensure social distancing for all employees, students, and visitors seated and standing.
- Provide services remotely as often as possible.
- Reduce appointments to essential/emergency only - if it can be done online, it will.
- Remove or mark "not for use" furniture with porous materials.
- Where possible, and not in violation of Fire Code leave doors open to minimize contact.
- Remove magazines, books, toys, pens, and pamphlets, etc. to reduce touchable items.
- Instead of handing out business cards, email contact information.

Where physical distancing cannot be maintained, staff and faculty will implement administrative or engineering controls to minimize exposure.

These steps may include but are 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



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- Pay 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
- Occupant flow patterns will be addressed to ensure social distancing and reduced interactions
- Reception areas will be individually evaluated to ensure spacing 6 feet for social distancing when in use. Each department will need to also develop a plan for the use of reception spaces as we move into on-campus services.
- Where employees must take breaks at the same time in the same area there will be staggering of breaks, avoiding any congregating in break rooms or other commonly shared spaces, and wiping down of all touched surfaces will also be enforced.
- Breaking up shift start times / breaks, and utilizing physical barriers, may be tools for ensuring social distancing.
 - **For Classified employees**, Supervisors will follow Article 7 of the Collective Bargaining Agreement. Supervisors will ensure that they provide the required advance notice (14 days) for any schedule change. Supervisors will need to ask for volunteers first before making a schedule change.
 - **For Exempt employees**, the College does not have a policy on a required advance notice for a schedule change but for equity purposes. HR strongly recommends Supervisors provide the same amount of notice for exempt employees as they do for classified employees.
- Supervisors should consult with their own managers when contemplating making schedule changes

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

- Monitoring health check in-checkout
- Monitoring completion of weekly COVID training.
- Reporting known [symptoms](#) of, 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 through good social distancing many common spaces are either closed or have been altered in layout and use as follows:

- Restrooms
 - Restrooms will be limited in use based on size
 - While using sinks and urinals everyone will maintain 6 feet of distance. This may mean waiting to use what appears to be an open space.
- Reflection/Meditation room to be closed until further notice
- Lactation room to be closed until further notice
- Game room closed until further notice
 - Students can check out [E-sports](#) to stay engaged in the world of activities.
- The Library will remain closed through fall quarter while continuing to provide virtual and embedded instruction, reference services, and access to online resources, as well as material circulation. Please see the [EdC Library Fall Operations Plan](#) for further details.
- Gym
 - PE classes will be taught in a hybrid format with close attention to social distancing and sanitation.
 - General use of the Seaview Hall's facilities will not be allowed until further notice.
- Athletics activities will be done in small groups. Coaches will communicate with teams, and ensure they are doing health checks prior to admittance to college athletic facilities.
 - Team workouts will be scheduled in advance with the Asst. Athletic Director and Athletic Director approval, and will be entered in 25Live to notify security, facilities, etc.
- The Brier Cafe and Brier Grill and adjacent seating areas are closed until further notice.
- Student lounge spaces will remain closed until it is safe to open shared spaces.
- Music Labs, Small Study Rooms, and small areas will be opened 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.



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MOVING AROUND CAMPUS

Students and employees will be required to wear a cloth or disposable face covering inside all buildings, and outdoors where maintaining social distancing cannot occur. They will maintain minimum physical distancing of 6 feet whenever possible.

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](#), or call Jade Jeter-Hill, Director of Safety, Security, and Emergency Preparedness who is serving as the campus health coordinating officer at 425-971-8887. Please see [supporting guidance](#) from the Washington State Department of Health if you are ill.

Doing our best to ensure our community members remain healthy, and that if we have a person on campus test positive the following information is provided.

Every day that students and employees come to campus they will self-certify that they have not experienced COVID-19 symptoms, nor had close exposure to someone positive for COVID-19 since their last visit to campus.

Everyone is required to complete the appropriate health screening within one hour before arrival on campus. Additionally, everyone must identify buildings visited by completing the checkout screening as they leave.

- [Health Screening: EMPLOYEES](#)
- [Health Screening: STUDENTS](#)
- [Health Screening: CFF Families](#)
- [Health Screening: CONTRACTORS](#)

This screening ensures, to the best of everyone's ability, that healthy people are coming to campus. It also allows us to assist our local health authority with Contact Tracing as required.

- Students and employees are also to participate in weekly [COVID-19 training](#) to help them understand how to best remain healthy.
 - Currently Enrolled Students will [login through canvas](#)

Students, employees, and visitors cannot come to campus if they are symptomatic, were exposed to COVID-19, or recently traveled outside the country, or outside the states of Washington, Oregon, and Idaho.

- Employees will either be provided teleworking options or will be placed on [COVID Leave](#).
- Any employee experiencing symptoms associated with COVID-19 shall immediately

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report 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.
- Ill employee's leaving campus should leave their work area cleared of personal belongings, papers, and other items that cannot be properly disinfected.
Custodial can only sanitize cleared hard surfaces.
- 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 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:
 - Security will secure the space and notify Facilities Administration
 - Facilities Administration will
 - Notify maintenance to initiate 100% air flush within HVAC system capability for 24 hours
 - After 24 hrs deploy custodial personnel to clean and disinfect the ill employee's work area, including their desk, chair, telephone, desktop, and computer equipment, per current [CDC Guidance](#).
 - Common areas not impacted will continue to be sanitized frequently, per standard procedures.



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INFORMATION AND EDUCATION

Signage and messaging are a big part of successful reentry and a safe return. To ensure everyone understands safety measures and how to contact college officials with concerns, every building entry door will have informational signage with reminders about social distancing, hand washing, and wearing face coverings, and how to contact college officials with any concerns. Additionally we will post information in other areas as appropriate.

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 and EdMail/email account and posted on the college's website at edcc.edu/coronavirus. It is important to review your college and/or EdMail 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 people, 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*](#)(2) 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*](#)(3).
- Everyone can help stop stigma related to COVID-19 by [*knowing the facts*](#) and sharing them with others in your community.
- 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



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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 and Gym Facility Plan](#)

[EC College Library Fall Operations 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, and the Director of HR