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SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

COVID-19 Operational Plan

AUGUST 26, 2020

SOUTHWESTERN OREGON COMMUNITY COLLEGE

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OBJECTIVE

Southwestern Oregon Community College will re-open its Coos and Curry campuses to limited student learning activities, with safeguards and processes in place to protect public health.

1. INTRODUCTION

Southwestern Oregon Community College (SWOCC) provides this Fall 2020 COVID-19 Re-Opening Plan as the guiding document for operations on its Coos and Curry campuses to protect our students, staff and associated communities. This plan details processes and procedures for resuming and managing campus operations to protect people's health.

On March 13, 2020, Southwestern announced to students, staff and the public that the college would implement recommendations from Gov. Kate Brown, the Oregon Health Authority (OHA), local health officials, and the Centers for Disease Control (CDC). The college pledged to help slow the rate of exposure to COVID-19 and potential illnesses. At that time, the college announced it would shift spring term classes to remote/online learning. It canceled large gatherings and public events. In the ensuing weeks, Southwestern closed campuses to the public and limited campus access.

The college allowed on-campus access only to those employees and vendors providing services deemed essential to operations and services to students. Student Housing remained open only to students for whom campus housing was their only option. Face-to-face instruction was limited only to those programs requiring hands-on instruction and skill-building and testing. In these instances, all individuals followed physical distancing and health check protocols. The college also implemented enhanced cleaning procedures.

Between April and June, an Emergency Management Team comprising individuals from all college areas developed and implemented a limited summer re-opening plan to train and test processes, communications and procedures. Learning from that experience, SWOCC has created a Fall 2020 Re-Opening Plan to resume some face-to-face instruction in Fall 2020, athletic training, along with allowing out-of-district students to move into campus housing.

This plan is a living, dynamic document subject to change per updated guidance. Action plan areas include:

- Instruction, testing, computer labs and tutoring services
- Culinary Institute
- Student Services and Housing
- Dining Services
- Athletics
- Recreation Center
- Campus Store

Southwestern's mission is to provide access to lifelong learning and community engagement in a sustainable manner. In this time of the COVID-19 pandemic, our college realizes the challenges staff and students face are greater than ever. We will continue to protect student and staff safety by following federal, state and local health department guidelines and recommendations, while ensuring our students have the support they need to be successful.

2. COMMUNICATION

Frequent, succinct and transparent communication is key to the college protecting our students, staff and community health during this COVID-19 pandemic. The college also believes it is also imperative to maintain in-flow of information, trends and stakeholder concerns. To accomplish these ideals, Southwestern has established the following venues for safety information, communication methods, key managers and networks.

2.1 SAFETY INFORMATION

Southwestern is committed to communicating and implementing guidelines and recommendations from federal, state and local health authorities, including:

- Centers for Disease Control
- Oregon Governor's Office
- Occupational Safety and Health Administration (OSHA)
- Oregon Health Authority
- Coos County Public Health
- Curry County Health Department

2.2 COMMUNICATION METHODS

The college communicates to our stakeholders via the following methods, which may vary depending on the stakeholders and situation:

- Internal email – general announce
- External email – socctalk and current students
- Desktop Reference Re-Opening Plan
- Websites – internal MyLakerLink at <https://mylakerlink.socc.edu> and external website at <https://www.socc.edu>.
- Texting – current students
- Rave alert – campus emergency communication to computer network, cell phone contacts and websites.
- New releases – to campus local, regional and state media
- Social media posting
- Campus signage
- Campus billboards and physical message centers

2.3 RE-OPENING MANAGEMENT TEAM

These individuals are the go-to people for planning, decisions and implementation.

NAME	TITLE	ROLE
Dr. Patty Scott	President	Administration
Jeff Whitey	Vice President of Administrative Services	Administration/Operations
Dr. Doug Bunn	Executive Dean Curry Campus	Administration
Rachele Lyon	Chief Human Resources Officer	Administration
Emerald Brunett	Director of Facility Services	Operations
Carol Richards	Admin. Assistant/Safety Coordinator	Operations
Dina Laskey	Executive Assistant	Administration
Joe Thomas	Campus Security Director	Public Safety
Dr. Ali Mageehon	Vice President of	Instruction

	Instruction	
Randy Torres	Executive Director of Oregon Coast Culinary Institute	Instruction
Tim Dailey	Vice President of Enrollment & Student Services	Student Services
Joe Belter	Director of Residence Life	Student Services
Mike Herbert	Director of Athletics	Student Services
Carl Gerisch	Director of Integrated Technology Services	Technology
Joannie Miller	Nursing Director	Public Health
Kyle Croy	Student Life Coordinator	Student Services
Elise Hamner	Dean of Resource Development/Foundation	Administration
Anne Farrell-Matthews	Communications Administrator	Communication

3. KEY PRINCIPLES AND PRACTICES

The safety of our students, staff, faculty and vendors is our top priority.

3.1 PRACTICES

SWOCC is committed to reducing potential exposures to the coronavirus and other respiratory pathogens. These practices will be implemented across both campuses and in operating plans at all levels:

1. **Health screening**

All faculty, staff and students are required to perform a COVID-19 Daily Self-Check before coming to campus. Anyone with an elevated temperature of 100.4°F (38°C) or greater is not to come on campus and should seek medical attention if they are concerned about potential COVID-19 symptoms.

2. **Physical distancing**

All faculty, staff and students on campus are required to physically distance themselves from others by 6 feet. Directional floor markings will be installed as needed. The college will maintain a minimum 35 square feet per person instructional room capacity to maintain a 6-foot physical distance.

3. **Low density spaces**

Specific areas of campus are modified to ensure a minimum requirement of 35 feet of space available per person in rooms with gatherings including classrooms, offices, Campus Store, etc.

4. **Increased use of technology**

Whenever possible, the use of remote communication, online meetings and distance learning is to be practiced. Where face-to-face contact is absolutely necessary, both participants must practice physical distancing and/or wear face coverings.

5. **Hand hygiene**

All faculty, staff and students are encouraged to wash their hands upon arrival to campus and to perform frequent washing with soap and water (minimum 20 seconds); or use an alcohol-based hand sanitizer with 60-95% alcohol throughout the day. Reminders to perform proper hand hygiene are to be communicated to faculty, staff and students on a regular basis.

6. **Face Coverings**

Masks, face shields or face coverings are currently required statewide for offices and indoor public spaces and in outdoor public spaces when physical distancing is not possible. Children age 5 and up are required to wear a face covering. People with a disability or medical condition may request accommodation from the college if they cannot wear one. Staff should contact Human Resources (541-888-7259) who will work with vulnerable staff with concerns. Students should contact the Director of Disability Services (541-888-1578) who will work with vulnerable students with concerns. Face coverings are also required to be worn while exercising in the Recreation Center.

7. **Cohorts**

Specific areas on campus shall place students in cohorts that remain together over time. This will aid in minimizing face-to-face contact of people who are outside of the cohort.

8. **Environmental cleaning and disinfection**

Work with Facilities on enhanced cleaning and disinfecting of spaces. Some area-specific plans may also include individual plans for disinfecting depending on the environment and activities.

13.2 PERSONAL RESPONSIBILITY

Southwestern staff and students are expected to:

1. Follow [CDC](#) and [OHA](#) COVID-19 guidance.
2. Self-Screen for [COVID-19 symptoms](#) and remain home if ill or showing symptoms.
3. Wear face coverings in indoor and outdoor spaces in compliance with [OHA guidance](#).
4. Maintain clean personal workspaces and living quarters.
5. Comply with physical distancing guidelines.
6. Stay informed of Southwestern's [COVID-19 updates](#) and public health practices.

The college understands that research and experience drive the ongoing development and implementation of requirements and guidelines. As a result, the college will continually adjust this plan to comply with and improve safety and health practices.

4. CALENDAR

DATE	ACTION	NOTES
June/July	<ul style="list-style-type: none"> • Staff and faculty test re-opening processes. • CTE programs re-open. • CTE students move into housing. • Staff work remotely by phone and email to assist students. 	<ul style="list-style-type: none"> • Communication of plans to key stakeholders.
July	<ul style="list-style-type: none"> • Student Recreation Center limited opening. • Campus Tours start • Staff work remotely by phone and email to assist students. 	<ul style="list-style-type: none"> • Communication of plans to key stakeholders.
August	<ul style="list-style-type: none"> • Facilities staff prepare for phased-in re-opening of campus. • Staff work remotely by phone and email to assist students. 	
September	<ul style="list-style-type: none"> • Athletes return TBD. See Athletics Plan • Housing move-in Sept. 10. • Dining Services re-opens. • Faculty return Sept. 10 • Fall term begins Sept. 14 	<ul style="list-style-type: none"> • Communication of plans to key stakeholders.

5. GENERAL REQUIREMENTS

ACTIONS	NOTES/DOCUMENTATION
<p>Follow Oregon Health Authority's (OHA) General Guidance for Employers on COVID-19.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The college has developed area-specific reopening plans (see <u>Appendices</u>) that take into account the following information: <ul style="list-style-type: none"> ➤ Health screening ➤ Physical distancing ➤ Low density spaces ➤ Increased use of technology ➤ Hand hygiene ➤ Environmental cleaning and disinfection ➤ Cohorts ➤ Protective equipment ✓ Safety training has been provided to staff on COVID-19 via virtual means that includes information on: <ul style="list-style-type: none"> ➤ How COVID-19 spreads among people ➤ Physical distancing ➤ How to avoid exposure ➤ Stay home if you are sick ➤ What to do if you are sick ➤ At-risk groups ➤ After exposure ➤ Symptoms ➤ Mental health and COVID-19 ➤ Face coverings ➤ Hand hygiene ➤ Respiratory etiquette ➤ Flattening the curve ✓ The college currently has 20 staff trained to act as social distancing monitors in various areas on campus. ✓ Following sector-specific guidance provided by Oregon Health Authority for areas on campus such as: <ul style="list-style-type: none"> ➤ Student Housing https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html ➤ Student Recreation Center

ACTIONS	NOTES/DOCUMENTATION
	<p>(https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2352.pdf)</p> <ul style="list-style-type: none"> ➤ Oregon Coast Culinary Institute (https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342B.pdf) ➤ CTE classes including paramedicine, nursing and dental – These disciplines follow their specific governing entities' procedures. <ul style="list-style-type: none"> ✓ Weekly email communication of Executive Orders and directives to staff. ✓ COVID-19 information online at https://mylakerlink.socc.edu/ICS/Administrative_Services/
<p>Encourage students, staff, faculty, and other community members to follow OHA's Public Guidance and Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Weekly emails from the President and other staff convey information to staff and students of various CDC and OHA requirements including: <ul style="list-style-type: none"> ➤ Stay at home if sick ➤ Symptoms ➤ Hand hygiene ➤ Physical distancing ➤ Face coverings ➤ Travel restrictions
<p>Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; screening, monitoring, and testing for illness among symptomatic students, staff, and faculty; and use of face coverings, as more fully described in this document.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Various key areas on campus have developed operational plans for enhanced cleaning/ disinfection, and work in coordination with supervisors and managers to ensure spaces are disinfected appropriately. Plans also address face coverings, screening, physical distancing, etc. ✓ See Appendices
<p>Permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19 including those with any of the following</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Temporary Remote Work Guideline ✓ Temporary Remote Work From Home Agreement ✓ Request for FMLA/OFLA and Paid

ACTIONS	NOTES/DOCUMENTATION
<p>characteristics:</p> <ul style="list-style-type: none"> • People 65 years and older • People with chronic lung disease (other than mild asthma) • People who have serious heart conditions • People who are immunocompromised • People with obesity (body mass index [BMI] of 30 or higher); • People with diabetes; • People with chronic kidney disease undergoing dialysis; • People with liver disease; and • Any other medical conditions identified by OHA, CDC or a licensed health care provider. 	<p><u>Sick Leave</u></p> <ul style="list-style-type: none"> ✓ <u>Request for Emergency COVID-19 Paid Sick Leave</u>
<p>Recommend the use of face coverings for all students, staff, and faculty, in accordance with local public health, OHA, and CDC guidelines.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Weekly email messages to staff ✓ Campus Signage ✓ See <u>Face Coverings</u>
<p>Require the use of face coverings in settings where six feet of physical distance between people is difficult to maintain.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus Signage ✓ <u>Physical Distancing procedure</u> has been sent out to all staff and is posted on the college's COVID-19 portal. ✓ See <u>Face Coverings</u>
<p>For college- or university-operated retail establishments, restaurants, transportation, recreational sports, swimming pools, childcare, camps, events or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ As of Summer 2020, the below departments have followed OHA guidance appropriate to their areas for reopening plans: <ul style="list-style-type: none"> • Student Housing • Student Recreation Center • Oregon Culinary Institute • CTE classes including paramedicine, nursing and dental – These disciplines follow their specific governing entities' procedures

ACTIONS	NOTES/DOCUMENTATION
<p>Work with their local public health authority (LPHA) to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The college has established and maintained open communication with Coos Health and Wellness and Curry County Health Department for guidance and direction throughout the COVID-19 response. This includes access to the COVID-19 Partners recurring meeting. <ul style="list-style-type: none"> Coos Health and Wellness: <ul style="list-style-type: none"> ➤ Brian Leon, MPH, Epidemiologist Brian.Leon@chw.coos.or.us o. 541- 266-6729, c. 541-294-3942 ➤ Kathy Cooley, Interim Public Health Director Kathy.Cooley@chw.coos.or.us o. 541-266-6700 ➤ Eric Gleason , Incident Commander Eric.Gleason@chw.coos.or.us o.541-266-6700 ➤ Curry County Public Health: 541-373-7118

6. ENTRY AND SELF-SCREENING

ACTIONS	NOTES/DOCUMENTATION
<p>Allow campus spaces and buildings to be open only for official college or university business. Campus spaces and buildings should not be open to the general public.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Signage throughout campuses. ✓ Emails, social media to students and staff, and news releases to regional media.
<p>Colleges and universities may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Fall 2020 college campuses <u>closed</u> to the public including community programs that may lack alternative venues. Requests for campus for such programs to be submitted to the Facility Use Group (FUG). FUG will gather necessary program information and forward the request to the Emergency Management Team and Executive Team for review.

ACTIONS	NOTES/DOCUMENTATION
<p>Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus signage reminds students and staff about practicing frequent hand washing ✓ Staff receive virtual training on this and reminders are included in campus communications
<p>Require students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to a campus. Instruct students, faculty, and staff to stay at their residence if they have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID- 19, but are non-specific. More information about COVID-19 symptoms is available from CDC here. • Emergency signs and symptoms that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms • Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline symptoms should not be restricted. 	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The College requires all students, staff, and faculty to perform a daily Self-Check before coming onto campus. This Self-Check is in accordance with CDC or OHA guidelines. ✓ See COVID-19 Daily Self-Check

7. ISOLATION MEASURES

ACTIONS	NOTES/DOCUMENTATION
<p>If a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus, the person should immediately return to their residence, or isolate in a designated isolation area, until they can safely return to their residence or be transported to a health care facility. Students whose residence is within a campus residence hall shall be isolated in a designated isolation area, with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ <u>Response for Potential or Positive COVID-19 Case</u>
<p>The person should seek medical care and COVID-19 testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation.</p> <ul style="list-style-type: none"> • If the person has a positive COVID-19 viral (PCR) test, they should remain at their residence for at least 10 days after illness onset and 24 hours have passed since last fever without the use of fever-reducing medications. • If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their residence until 24 have passed since last fever without the use of fever-reducing medications. If the person does not undergo COVID-19 testing, the person should remain at their residence until 24 hours have passed since last fever without the use of fever-reducing medications. 	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ <u>Response for Potential or Positive COVID-19 Case</u>
<p>Any faculty, staff, or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their residence and follow instructions from local public health authority.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Emails, website updates to staff and students of this information by email, the college's COVID-19 portal. ✓ Campus signage.

8. HEALTH-RELATED COMMUNICATION

ACTIONS	NOTES/DOCUMENTATION
Advise faculty and staff that working while ill is not permitted.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus signage ✓ Staff training ✓ Weekly campus communications
Ensure faculty and staff remain current on health trainings.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Human Resources required NEOGOV COVID-19 training for all staff. ✓ Facilities staff requires ongoing PPE training, cleaning/disinfection processes, Hazard Communication and other applicable OSHA standards. ✓ Safety Data Sheets for COVID-19 chemical use
Advise students, faculty, and staff not residing on campus to stay at their residence if they or anyone in their household have recently had an illness with COVID-19 symptoms.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus signage. ✓ Emails to staff and students ✓ Website updates
Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing products may be used an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus signage. ✓ Emails to staff and students ✓ Website updates
Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Facilities staff requires ongoing PPE training, cleaning/disinfection processes, chemical safety Hazard Communication and other applicable OSHA standards. <p>Safety Data Sheets for COVID-19 chemical use</p>
Develop a letter or communication to faculty and staff to be shared at the start of on-campus education and at periodic intervals, explaining infection control measures being implemented to prevent spread of disease.	<p><u>In compliance</u></p> <p>See Facilities Update</p>

ACTIONS	NOTES/DOCUMENTATION
In partnership with local public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with COVID- 19.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Positive COVID-19 Case or Potential Exposure Response on SWOCC Campus ✓ Notification to Campus Template ✓ Notification to Individual Template
In partnership with local public health authorities, develop protocols for communicating immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Positive COVID-19 Case or Potential Exposure Response on SWOCC Campus ✓ Communicable Disease Management Plan ✓ Notification to Campus Template
Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to their campus community.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Continuing development and implementation ✓ Accessibility tools available on www.socc.edu website ✓

9. HAND HYGIENE AND RESPIRATORY ETIQUETTE

ACTIONS	NOTES/DOCUMENTATION
<p>Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.</p> <ul style="list-style-type: none"> • Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol. • Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a face covering. Tissues should be disposed of and hands washed or sanitized immediately. 	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Campus Signage ✓ Emails to students and staff ✓ Website
Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students to use hand sanitizer on entry and exit to each room.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Facilities Procedures

10. FACULTY AND STAFF

ACTIONS	NOTES/DOCUMENTATION
Ensure that campus health care providers have the personal protective equipment that they need to see students safely. As appropriate, provide face coverings, shields, N95 masks, gloves, and protective clothing for health and other personnel who might interact with ill staff or students. Local public health can help if colleges and universities are unable to obtain PPE through usual channels.	Not applicable – No campus health care providers.
Arrange for fit testing for N95 masks and PPE training for health care and other personnel who might interact with ill faculty, staff or students.	Not applicable – No campus health care providers.
Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ <u>Temporary Remote Work Guideline</u> ✓ <u>Temporary Remote Work From Home Agreement</u> ✓ <u>Request for FMLA/OFLA and Paid Sick Leave</u> ✓ <u>Request for Emergency COVID-19 Paid Sick Leave</u> ✓ <u>Request for FMLA/OFLA and Paid Sick Leave</u> ✓ <u>Request for Emergency COVID-19 Paid Sick Leave</u>

11. GENERAL FACILITIES

ACTIONS	NOTES/DOCUMENTATION
Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See <u>Facilities Procedures</u>
Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses. Guidance on ventilation and filtration is provided by CDC	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ <u>CDC ventilation and filtration Guidelines</u> ✓ See <u>Facilities Procedures</u>
Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See <u>Facilities Procedures</u>

12. INSTRUCTIONAL ACTIVITIES

GENERAL INSTRUCTION ACTIONS	NOTES/DOCUMENTATION
<p>Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space. In-person classroom instruction shall not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or in Phase I</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The Facilities Director has been assessing areas on campus that the college is gradually opening to students and staff. ✓ The Director is maintaining a list of campus buildings/areas to maintain per person square footage requirements. ✓ See Key Practices
<p>Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk or chair arrangements, or maximum capacity.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices
<p>Utilize markings and/or signage to indicate physical distancing requirements within instructional settings.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices
<p>For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (e.g. clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures as feasible.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices
<p>Physical barriers are acceptable instead of, or in addition to, six feet or more of spacing between people.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices
CAREER & TECHNICAL EDUCATION ACTIONS	NOTES/DOCUMENTATION
<p>Where feasible, modify physical layouts of classrooms, labs, and other instructional settings to permit students to maintain at least six feet of distance between each other and the instructor(s).</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices
<p>Where instruction requires instructors and students to work less than six feet from each other, require physical barriers or face coverings, and follow all applicable CDC/OHA guidelines and industry safety standards.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ See Appendices

HEALTH PROFESSION EDUCATION ACTIONS	NOTES/DOCUMENTATION
<p>For laboratory instruction or demonstration of clinical skills <u>without</u> physical contact:</p> <ul style="list-style-type: none"> • Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s); • Ensure monitoring and enforcement of physical distancing requirements at all times; and • Perform enhanced cleaning before and after each session. 	<p><u>In compliance</u></p> <p>✓ See <u>Appendices</u></p>
<p>For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills <u>with</u> physical contact:</p> <ul style="list-style-type: none"> • Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE); • Require use of appropriate PPE for all personnel that come within six feet of each other; and • Perform enhanced cleaning before and after each session. 	<p><u>In compliance</u></p> <p>✓ See <u>Appendices</u></p>

HEALTH PROFESSION EDUCATION ACTIONS	NOTES/DOCUMENTATION
<p>For preceptorships, observerships, and direct patient care:</p> <ul style="list-style-type: none"> • Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE); • Strictly adhere to the clinical facility's infection control protocols; • Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities; • Conduct regular symptom monitoring of students; • Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to university or college student health unit; • Perform cleaning and disinfecting per the facility's protocols. 	<p><u>In compliance</u> ✓ See <u>Appendices</u></p>
RESEARCH ACTIONS	NOTES/DOCUMENTATION
<p>Research offices, labs, core facilities, and field locations shall be modified to ensure appropriate physical distancing, consistent with state and local public health guidelines, and with reduced capacity as/if necessary.</p>	<p>Not applicable – No internship opportunities during COVID-19.</p>

13. RESIDENTIAL ACTIVITIES

ACTIONS	NOTES/DOCUMENTATION
<p>Consider <u>CDC guidance for shared or congregate housing</u>;</p>	<p><u>In compliance</u> ✓ See Student Housing reopening plan in <u>Appendices</u></p>
<p>Prohibit more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident.</p>	<p><u>In compliance</u> ✓ See Student Housing reopening plan in <u>Appendices</u></p>

ACTIONS	NOTES/DOCUMENTATION
Reduce overall residential density to ensure that colleges/universities maintain sufficient space for the isolation of sick or potentially infected individuals, as necessary.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See Student Housing reopening plan in <u>Appendices</u>
Treat roommates/suitemates as family units for cohort isolation and quarantine protocols.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See Student Housing reopening plan in <u>Appendices</u>
Configure common spaces to maximize physical distancing.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See <u>Appendices</u>
Provide enhanced cleaning.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See <u>Facilities</u> reopening plan
Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See <u>Response for Potential or Positive COVID-19 Case</u> ✓ See Student Housing reopening plan in <u>Appendices</u>

14. COMMUNICABLE DISEASE MANAGEMENT PLAN

ACTIONS	NOTES/DOCUMENTATION
Report to the local public health authority any cluster of illness (two or more people with similar illness) among staff or students.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See <u>Response for Potential or Positive COVID-19 Case</u> and <u>Communicable Disease Management Plan</u>
If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the local public health authority (LPHA) regarding cleaning and possible classroom or campus closure. See Resources for the LPHA directory.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ See <u>Response for Potential or Positive COVID-19 Case</u> and <u>Communicable Disease Management Plan</u>

15. COVID-19 HEALTH & SAFETY OPERATIONAL PLAN

DEVELOPMENT ACTIONS	NOTES/DOCUMENTATION
<i>Required</i> Every public university and community college shall develop a written operational plan that addresses how the institution is meeting the requirements of this guidance.	<u>In compliance</u> <ul style="list-style-type: none"> ✓ Plan complete with ongoing review and adjustments to ensure compliance.

DEVELOPMENT ACTIONS	NOTES/DOCUMENTATION
<p><i>Required</i> Prior to September 1, 2020, in-person activities at public universities and community colleges may resume prior to the submission and approval of their institutional operational plans, as long as they meet the requirements of this guidance.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The college has resumed several activities prior to the Sept. 1, 2020, and meeting guidance.
<p><i>Required</i> All colleges and universities must designate an employee or officer to implement and enforce, or supervise the implementation or enforcement, of the standards and requirements provided in this guidance and established in the institution's operational plan.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Contact Vice President of Administrative Services Jeff Whitey
<p><i>Recommended</i> Assemble a planning team to develop an institutional operational plan.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Executive and Emergency Management Teams began meeting weekly in March for COVID-19 planning and communications.
<p><i>Recommended</i> Consult their local public health authority (LPHA) and familiarize themselves with the disease management metrics within the health region or regions in which their institution and its campuses reside.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The college will consult and seek guidance with CHW on the HECC/OHA guidance requirements, the <u>Communicable Disease Management Plan</u>, and this COVID-19 Health & Safety Operational Plan prior to the Board of Education final approval and plan submission to HECC.
<p><i>Recommended</i> Consult with students, faculty, staff and others in the community in developing an institutional operational plan.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ Executive and Emergency Management Teams began meeting weekly in March for COVID-19 planning and communications. Members of the Emergency Management Team represent important areas on campus to be included in this plan. Specific faculty are continuing to developing their area-specific reopening plans.

PUBLIC HEALTH REVIEW ACTION	NOTES/DOCUMENTATION
<p><i>Required</i> Submit operational plan to local public health authority (LPHA) for review.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ The college will consult and seek guidance with CHW on the HECC/OHA guidance requirements, the <u>Communicable Disease Management Plan</u>, and this COVID-19 Health & Safety Operational Plan prior to the Board of Education final approval and plan submission to HECC.
FINAL PLAN SUBMISSION ACTIONS	NOTES/DOCUMENTATION
<p><i>Required</i> No later than Sept. 1, 2020, develop and submit to the governing board, and the governing board must approve, the operational plan.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ July 27, 2020
<p><i>Required</i> Ensure the governing board, at each regular board meeting, reviews the operational plan and any amendments thereto.</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ June 20 ✓ July 27 ✓ Scheduled Sep. 11
<p><i>Required</i> Following approval of the governing board, submit operational plan to the Higher Education Coordinating Commission (HECC).</p> <ul style="list-style-type: none"> • Re-submit operational plan to HECC with significant amendments. 	<p><u>In compliance</u></p> <ul style="list-style-type: none"> ✓ TBA
<p><i>Recommended</i> Post operational plan on their institution's website</p>	<p><u>In compliance</u></p> <ul style="list-style-type: none"> • <u>Novel Coronavirus Updates</u>

16. APPENDICES

This section includes area-specific operating plans proposed for Fall Term 2020. All plans, unless specifying otherwise, will follow the college's Key Principles and Practices in their individual plans.

16.1 FACILITIES

Reconfiguration of Spaces

In all areas across college properties, and for college-led activities conducted off-campus, provisions shall be made to limit the number of people in a given area to comply with a 6-foot separation between individuals. The following provides guidance on common situations but should not be viewed as all-inclusive:

- Reconfigure classrooms, laboratories and other teaching/learning spaces to promote physical distancing
- Reduce occupancy of dining, retail and event spaces to correspond to current state guidelines

- In situations where face-to-face interaction is required to conduct business transactions, food service, or other college functions, install barriers or physical control measures to reduce the risk of exposure from direct droplet exchange.

Cleaning and Disinfection by Area Type

- **Private Offices and Other Individually Assigned Workspaces:** Cleaning and disinfection of these spaces be the responsibility of the employee assigned to the space. Cleaning and disinfecting supplies will be available in the various departments to aid in completing basic cleaning and disinfection of surfaces.
- **Public Operational Spaces (including Campus Housing common areas):** In all buildings serviced by Facilities, EVS staff will clean and disinfect commonly touched surfaces in common areas, including primary entrances, hallways, primary restrooms, etc., at least twice daily, during typical business hours. High-touch surfaces include tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, elevators, handrails, etc. EVS techs will perform regular nightly cleaning in operational areas. While performing the nightly cleaning of these areas, EVS will especially ensure disinfection of high-touch surfaces. Classroom spaces in use will be disinfected between different student groups.
- **Other Areas not Specified:** Operational areas not specified, that have regular occupancy will follow the guidance for Public Operational Spaces. Specific questions or concerns about cleaning and disinfection procedures and practices should be directed to the Facilities office.

Building Ventilation

- All filters in the HVAC systems are rated at a MERV 10 which filters down to a 1.0-3.0 micron particle size. The equipment will not run effectively with a MERV 13 filter installed causing the system to bog down and reduce the admission of outside air to the buildings. To further allow outside air interchange within the buildings, the dampers have been opened to the maximum setting where manual and digital overrides can be applied. Occupants have been notified of the benefits of opening windows in personal spaces to allow for additional and continued outside airflow.

Personal Protective Equipment (PPE):

- EVS Staff will wear PPE as recommended by the CDC and the OSHA. This PPE may consist of disposable gloves and protective eyewear, as well as reusable cloth face coverings. Just as with uniform shirts, it will be the EVS tech's responsibility to wash the reusable cloth face covering so that it is clean for work.
- Facilities staff have been provided training on donning and doffing PPE and will continue training to remain up-to-date with current cleaning/disinfection processes, equipment, and needs.
- All disinfectants used are approved for use against COVID-19 by the EPA and the Oregon Health Authority.

16.2 COOS CAMPUS STORE

1. The Coos Campus Store opened for students and on-campus staff on July 6. It will remain closed to the public. The Store is open to staff and students only. Hours of operation are Mon-Fri 8:00am – 12:00pm and 1:00pm – 4:00pm.
2. Campus Store staff will wear face coverings.
3. Patrons and Campus Store staff will be required to sanitize their hands when entering the Campus Store.
4. Only three patrons at a time will be allowed inside.
5. Food and drinks will be sold on a to-go basis. Coffee will be served by staff, and no personal mugs are able to be used at this time. Cappuccino/Microwave area is closed.
6. No seating allowed. Patrons will enter through the front door and exit through the back door. Taped 'X' marks will be placed on the floor near the checkout counter to encourage 6 foot physical distancing.
7. Campus Store staff will disinfect frequently throughout the day to sanitize books, carts, high touch areas, and all surfaces. All textbook orders have to be placed through the SWOCC Campus Store [website](#).
8. Disposable face coverings will be offered to patrons on request.
9. Signage required to be posted.
 - a. Physical distancing
 - b. COVID-19 symptoms
 - c. OHA handwashing guidelines
 - d. Stigma poster
 - e. Face covering poster
10. Daily enhanced cleaning of common areas.
11. Campus Store manager to serve as physical distancing monitor, which includes disinfection.
12. Customers will enter through the front door.
13. Floor signs will lead customer to back exit door.
14. No coffee bar and fountain drinks.
15. Exchange of items, such as books or cash, will be done using a non-touch method.
16. Staff will disinfect frequently throughout the day to disinfect books, carts, high touch areas, and all surfaces.

16.3 CAMPUS TOURS

Tour scheduling procedures and protocols

1. All scheduled tours must be confirmed through the Admissions office. OCCl, Athletics, and Admissions have coordinated with Facilities to put different safeguards in place to limit contact. Any tour given by OCCl, Athletics, or Admissions will be provided with the same protocols and procedures in place. Only Admissions, Athletics, and OCCl staff will be allowed to provide tours. No ambassadors or students shall perform tours to assure procedures are being adhered to.
2. The Facilities department and tour staff will coordinate in advance the buildings that will be toured to assure college protocols and procedures are followed. No spontaneous access of facilities should occur to avoid engagement or concerns.
3. Admissions, Athletics, and OCCl will coordinate so there is no overlap in timeframes or locations when scheduling tours. Only a maximum of 5 people including the staff will be allowed to attend each tour. Each tour will be provided by only one staff member. No drop-in tours shall be permitted.

Procedures for performing a campus tour

1. Only a maximum of 5 people including one tour staff will be allowed to attend each tour.
2. Prior to the start of the tour, Admissions, OCCl, and Athletics will ensure that all individuals receiving the campus tour understand and agree to the tour procedures. The Participant Liability Hold Harmless Agreement should be signed and collected at this time.
3. Housing tour participants will meet in front of the Lighthouse Depot during the scheduled meeting time. Non-housing tour participants will meet the tour staff by the flag pole in front of Dellwood Hall.
4. All tour members will be asked to provide their information on the COVID-19 Daily Self-Check on the day of the tour. This health screening form will be completed by the tour staff and returned to Administrative Services.
5. The tour staff will take the temperature readings of each tour member before the tour begins. The tour staff will provide the thermometer.
6. All members of the tour must wear face coverings, and will be provided a face covering if they did not bring one. If a member of the tour refuses to wear a face covering, the tour will not be allowed to continue for that person.
7. There will be no physical contact between the tour staff and members of the tour such as shaking hands, etc.

16.4 STUDENT SUCCESS CENTER

1. The Student Success Center will remain closed to the public. Services will be offered through Zoom and over the phone.
2. Staff will have access to their offices in the Student Success Center.
3. The lobby of the Student Success Center will be closed to the public except for testing. Testing will occur after regular business hours. Testers will enter through the back door one at a time to check in and be seated for testing
4. Staff will be required to maintain physical distancing in their individual offices.
5. Advising and counseling will be offered through Zoom and over the phone.
6. Proctors will wear face coverings and nitrile gloves.
7. Testing stations are wiped down with sanitizing wipes after each use

16.5 STUDENT HOUSING

1. The Housing Office remains closed to the public. The Housing Office is available to students by appointment only. Housing staff and students are required to wear face coverings when interacting in office.
2. Students must have financial aid and payment plan in place prior to arriving on campus.
3. All students arriving into Housing and those who have been currently residing in Housing must read and sign the Student Liability Hold Harmless Waiver.
4. Altered Move-In Plan (lower amount of student to staff contact):
 - a. All students assigned a private room or shared room (if room is large enough to accommodate 64 sq. ft. per person or 128 sq. ft. per room)
 - b. All students will have an assigned move in date and time.
5. Students are allowed one individual to come to campus and assist with move in.
6. Students are provided with face coverings upon move-in if they do not have their own.
7. Students will complete the COVID-19 Daily Self-Check document and Housing staff will conduct an initial temperature check on new incoming students. Students with elevated temperatures of 100.4°F (38°C) or greater will not be allowed to move in to

Housing until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

8. Students will be asked to report to the Housing Director staff if they have answered 'yes' to any of the questions on the self-check document. If they answer 'yes' to any of the questions, they will be directed to the COVID-19 Self-Assessment-Tool (scroll down webpage).
 - a. If a student is directed by the assessment tool to see their physician or need COVID-19 testing, etc., they will be instructed to contact their healthcare provider or the NBMC COVID-19 Hotline at 541-266-1650. Students will be asked to inform the Housing Director if the COVID-19 Self-Assessment Tool indicates they need medical care or COVID-19 testing.
 - b. The Housing Director will contact Administrative Services if there are concerns regarding a student who may require isolation, treatment, testing, etc.
9. Students and staff will wear face coverings during temperature checks.
10. Students are informed of the physical distancing requirements, frequent handwashing/hand sanitizer, and respiratory etiquette. Signage is posted throughout Housing to reinforce these practices.
11. Two to three residents will share a restroom/vanity area. Signage will be placed in and around apartments with reminders about cleaning protocols and physical distancing. An Isolation/Quarantine plan is in place for reduced residential density consistent with applicable public health guidance. Detailed plans for containment and isolation for on-campus cases are ready to be implemented.
12. Daily enhanced cleaning of the common areas is under way.
13. "Grab & Go" meals are provided via Dining Services.
14. Students are reminded not to stigmatize others. The Stigma poster will be posted.
15. Isolation and quarantine protocols are in place.
16. The Housing Director will contact Administrative Services to provide campus notification if there is a positive case.

16.6 DINING SERVICES

1. Social Distancing monitors will be in place to assist students and staff.
2. Serving hours begin at 11:00 a.m. for lunch and 5:00 p.m. for dinner.
3. One main exit out of the servery will be marked with signage. Main exit will be out of the main Performing Arts Center east entrance.
4. There will 4-6 dining services staff in the kitchen/servery at all times.
5. There will be two people allowed per serving line, monitored by the cashier.
6. Seating capacity is 35 at any one time, which will be monitored.
7. Additional people in line must remain outside Empire Hall maintaining physical distancing.
8. Tables and chairs are spaced 6 feet between chairs. Six-foot intervals are marked on the floor.
9. Face coverings are required to enter Empire Hall, stand in line, or enter servery. Only when seated and eating can face coverings be removed. Face coverings must be donned to exit building as well.
10. All food and drinks will be served by staff or prepackaged to avoid unnecessary contact. Only disposable containers will be used until COVID restrictions are lifted. All condiments and plastic ware are individually wrapped.
11. Additional Plexiglas dividers are placed on top of entree hot line between staff and customers, as well as between cashier and customer. Cards will not be scanned but either a scanner will be used by the cashier or a scanner will be present for student to scan. If student scanning, cashier will monitor and direct only 4 students into servery at

- time. Elevator is not within dining services management but capacity is posted.
12. Cashier will sanitize desk, sanitizer pump, all equipment, plexiglas, sign holders - all services after meal service and between time slots.
 13. Kitchen and back of house will maintain proper kitchen etiquette with additional emphasis put on sanitizing servery after service. All prep tables, trashcans, sinks, door handles, walk in doors, dish line, carts, food racks, etc., will be sanitized as usual with additional emphasis on servery surfaces.
 14. Monitors or a second cashier will be responsible for wiping tables as they clear of customers.
 15. Additional floaters during service, prep cooks, and dish people will assist in overall sanitation.
 16. Hand sanitizer is available by cashier desk and signs are posted requiring mandatory hand sanitation.

16.7 STUDENT RECREATION CENTER (REGISTERED STUDENTS AND STAFF ONLY)

1. Conduct temperature check (daily) for patrons before patrons enter Recreation Center lobby. Two staff members on duty at all times (1 for check in and 1 for monitoring). Staff to wear face coverings and gloves during temperature taking.
 - a. All patrons and staff to wear face coverings while in the Recreation Center at all times even if 6 feet of distancing is maintained. This includes patrons/staff who are to wear face coverings when exercising.
 - b. Provide face covering to patrons who do not have them.
2. Daily, have patrons complete COVID-19 Daily Self-Check before entering the building.
 - a. If any patrons have answered yes to any of the questions on the checklist, ask them to go home.
3. Patrons to sign the Student Liability Hold Harmless Waiver.
4. Patrons will be informed of physical distancing and face covering requirements.
 - a. Remind patrons and staff of frequent handwashing/hand sanitizer and respiratory etiquette. Staff need to practice regular hand washing throughout the day as this is the best practice compared to using hand sanitizer. Key times for staff to perform hand washing is:
 - i. Before and after work and work breaks
 - ii. Before and after touching or disinfecting any shared exercise equipment.
 - b. Ask patrons to wash their hands/use hand sanitizer upon entry to building.
5. Water fountains are to be closed (taped over) except for those designed to refill water bottles
6. Patrons to bring their own personal water bottle.
7. Signage will be posted throughout the Rec Center.
 - a. COVID-19 symptoms
 - b. OHA handwashing guidelines
 - c. Stigma poster
 - d. Face covering poster
 - e. COVID-19 Daily Self-Check
 - f. Physical distancing poster
8. Entry and Exit single direction. Floor signage to be posted.
9. Directional signage posted on floors throughout building.
10. Maximum of 40 people (including staff) at a time allowed in the Recreation Center.
 - a. Patrons will schedule a one-hour time slot via the Recreation Center web page.

- b. During scheduling, contact information and date/time of patron using the facility is gathered to aid in potential contact tracing.
- 11. Maximum 25 people at a time allowed on track and turf.
- 12. Patrons allowed one-hour blocks for Rec Center use with 30-minute shut down after patrons leave for disinfecting.
- 13. Patrons to wipe down their station/equipment with disinfecting wipe cloths before leaving.
- 14. Staff to clean and disinfect all exercise equipment and tools in between patrons.
- 15. Restrooms to be cleaned twice daily including ensuring adequate sanitary supplies are available.
- 16. Cardio equipment moved to three activity classrooms for physical distancing.
- 17. Locker rooms and showers closed.
- 18. Gym will be closed to contact activity, e.g., basketball.
- 19. Yoga blocks, yoga mats, towels, foam rollers, will not be available for use.

Rec Center Staff

- 1. Gloves to be worn during shift and changed before and after each disinfecting period.

16.8 ATHLETICS

SWOCC Athletics Practice Protocol

(After the completion of NWAC's recommended gray phase)

Red Phase (14 days)

Steps to be cleared to participate in practice

- 1. Students to complete Liability Release and Hold Harmless Release (submit online, bring hardcopy)
- 2. Assumption of Risk (submit online, bring hardcopy)
- 3. COVID-19 awareness training on-line
- 4. All athletic paperwork including athletic-physical, shot records and medical insurance cards must be completed and turned in prior to participation

Daily Requirements

- 1. Athletes must arrive and depart training facilities wearing a face covering.
- 2. Athletes are to wear face coverings while exercising indoors.
- 3. Showers and locker rooms are closed to student-athletes other than to use restroom.
- 4. Small group training can occur
 - a. No more than 10 people should be allowed unless physical distancing and sanitization are in place
 - b. No shared equipment
 - c. Zoom meetings for team meetings
- 5. Any athlete in the high-risk category must stay isolated during the red phase (no group training).
- 6. Any student-athlete interested in seeing the athletic trainer must make an appointment online; no walk-ins will be permitted unless an emergency.
- 7. Ice baths are closed. Only the athletic trainer can distribute ice from machine.
- 8. Athletes must wear face coverings inside athletic training room.

Student-Athlete Daily Practice Protocol

- 1. Athlete must have temperature taken prior to training. Staff and athletes are both to wear face coverings and staff are to also wear nitrile gloves during temperature checks.
- 2. All equipment will be sanitized prior to practice starting.

3. Athlete must wear a face covering. If they do not have a personal face covering, one will be provided.
4. All practice gear will be laundered daily.
5. Physical distancing will be implemented as much as possible during trainings and team meetings.
6. No handshakes, high fives etc.

Student-Athlete Travel/Competition Protocol

1. Officials and game day personnel will have temperatures taken prior to contest and wear face covering.
2. Athletes must wear a face covering. If they do not have a personal face covering, one will be provided.
3. Travel roster sizes will be limited based on need.
4. Safe distancing protocols will be adhered to when possible.
5. Meals during travel will only be allowed in to-go formats.
6. All athletes will have their own beds in hotel rooms.
7. Athletes must have temperature taken prior to competition.
8. All equipment will be sanitized prior to competition.
9. Athletes must shower after competition before travel home.
10. All game gear will be laundered daily.
11. Physical distancing will be implemented as much as possible during warmups and post-game.
12. No handshakes, high fives, etc.
13. Only game day personnel such as; coaches, administration, athletic trainers, statisticians and live-stream crews will be allowed in the facility. No spectators will be allowed to attend.
14. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
15. Wear disposable gloves and face covering when handling dirty laundry from a person who is sick.
16. Dirty laundry from a person who is sick can be washed with other people's items.
17. Do not shake dirty laundry.
18. Clean and disinfect clothes hampers according to guidance above for surfaces.
19. Remove gloves, and wash hands right away.

Athletics Concussion Testing

1. All incoming freshman are required to be tested.
2. All athletes will wear a mask coming in and out of the building and while in the lab.
3. Athletes will be social distanced from each other by using every other computer in the lab and no one will sit directly in front or behind anyone else.
4. Labs will be used for 1 hour in the morning and 1 hour in the afternoon in order to allow for cleaning (Emerald has confirmed this schedule).
5. All sessions will be scheduled and monitored by Stephanie Chuml, athletic trainer.

16.9 LAUNDRY PROCEDURES

1. PPE to be donned by staff doing laundry is nitrile gloves, eye goggles and a face covering.
2. Staff doing laundry will minimize the possibility of dispersing virus through the air by not shaking dirty laundry.
3. Wash hands.
4. Don mask, gloves and eye goggles when handling contaminated laundry. Place

clothing from bags into washing machine, with as little touching/disturbing as possible of the soiled clothing. Dispose of bag that held dirty laundry in trash making sure inside of bag is not exposed (similar to glove removal) to prevent contamination to other staff collecting trash.

5. Launder items as appropriate in accordance with the manufacturer's instructions. Use the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other laundry items.
6. Remove gloves and dispose of them in trash
7. Wash hands
8. Don a clean pair of gloves
9. Using disinfectant to clean and disinfect hampers or other carts for transporting laundry and clean the outside of washing machine and dryer using disinfectant.
10. Remove gloves properly and throw in trash.
11. Wash hands immediately.

16.10 CAMPUS SECURITY

1. Face coverings are required for entry to the Coos Campus Security office and front lobby desk.
2. Face coverings will be provided for walk-ins.
3. Frequent sanitization of high-use areas and surfaces by environmental staff and security staff.
4. Campus security staff who encounter/interact with anyone on campus and cannot maintain physical distancing are required to wear face coverings.

16.11 OREGON COAST CULINARY INSTITUTE

1. Staff and students are to do hand sanitizing before entering the building and before entering all kitchens and classrooms.
2. Proper hygiene and cleanliness continue to be a high priority. Violations could result in dismissal for the day.
3. Building doors will remain locked.
4. Only one person at a time will be allowed in the restrooms. There will be signage indicating this.
5. No visitors are allowed in the building to keep traffic to a minimum. Any visitors will be tested upon entry.
6. Hallways will have directional traffic, (clockwise through the building) to minimize close traffic. Floor tape will indicate direction and physical distancing.
7. All students and staff should remain 6 feet apart at all times.
8. Face coverings will be worn in kitchens and when in groups. Students can supply their own but will be provided one disposable face covering per day.
9. Deliveries will be made to the dry storage area only via the back door.
10. Kitchen doors will remain open to avoid having to use door handles.

16.12 NURSING (LABS IN SUMNER, LECTURE IN HALES CENTER)

1. COVID-19 Daily Self-Check as students enters the building.
2. Proper PPE
 - a. Personal face coverings (provided by the Nursing Department) will be worn at all times in Lecture and Lab
 - b. The Lab will require Personal Eye Protection (Student to Provide) and disposable gloves (provided by the Nursing Department).

3. Spacing 6 feet or greater apart
 - a. Three staff members in the lab to do check-offs in Coos, and nursing instructor will do lab check-offs in Curry.
 - b. In the lecture hall (Hales Center), students will be seated every 6th chair
4. Disinfected environment
 - a. Hales Center will be cleaned between lecture groups.
 - b. Mannequins will be wiped down between groups and use different mannequins with each new group.

16.13 WELDING AND FIRE SCIENCE

1. Instructional lab space will maintain a minimum 35-square-foot workspace per student and/or maintain a 6-foot physical distance.
2. Given the unique nature of industry related training, if a minimum 6-foot physical distance cannot be maintained, students and staff will employ PPE consisting of face coverings, and gloves appropriate for the profession and task. Students who are performing welding are not to wear a face covering.
3. If lab activities utilize small teams or cohort training groups, fixed student teams/cohorts will complete assigned lab learning skills with no alternating between groups.
4. Social distancing floor markings will be installed as needed.
5. If industry workplace standards already have expectations that technicians are responsible for infection control or cleaning, students will be included in enhanced COVID-19 cleaning/disinfecting protocols with assigned related tasks.
6. Fire Science students will conduct essential building inspections and hose line work on various fire hydrants around campus. Building inspections of buildings populated by staff will be conducted after hours.

16.14 PARAMEDICINE (LABS IN SUMNER)

1. COVID-19 Daily Self-Check prior to entering building.
2. Proper PPE
 - a. Personal face coverings (provided by the Department) will be worn at all times in Lecture and Lab per OHA guidance if 6-foot distance cannot be maintained.
 - b. The Lab experience will also require Personal Eye Protection (student to provide) and disposable gloves (provided by the Department).
3. Be spaced 6 feet or greater apart
 - a. EMS instructors and assistants in the lab to monitor and assure compliance.
4. Mannequins and/or training equipment will be wiped down between groups and/or students and instructors will always keep exam gloves on during skills exercise.

16.15 DENTAL ASSISTING (B2)

1. Online coursework will be decreased for students who participate in the lab. Those who do not wish to participate in classroom labs will continue the assigned coursework as scheduled.
2. Physical lab spaces to be moved apart to accommodate physical distancing requirements.
3. Students will follow strict handwashing procedures upon entering the classroom, and before beginning lab practice.
4. Students will have access to antibacterial soap and handwashing stations, and liquid hand sanitizer.
5. Students have adequate PPE for the duration of term, including: Disposable/reusable

gowns, N95 Masks and level 2 masks, Safety goggles, as required by OSHA when non-aerosol procedures are done. Students will not be participating in any patient aerosol procedures in the classroom lab.

6. Students will participate in Expanded Functions Skills Labs. The following skills can be completed on typodont mannequins. The proper levels of PPE and monitored disinfection methods will ensure student safety during lab times. These skills include, but are not limited to:
 - a. Temporary crown fabrication
 - b. Custom bleach tray fabrication
 - c. Polishing Amalgam/Composite restorations
 - d. Removing cement from a temporary or permanent crown
 - e. Study Model Fabrication
 - f. Placement of Matrix Bands and Tofflemires
 - g. Placement of Rubber Dam Isolation
 - h. Placement and Exposure of Full Mouth Series of X-rays
7. Students will practice skills for radiology testing.
8. Students will have individual hooks where they will store their PPE for the next class lab time. Students will also be required to wear scrubs under their reusable PPE Gown.
9. Students will not be allowed to remove any element of their PPE from the classroom lab.
10. Students will not have personal items, food or drink in the lab space.
11. Students will follow OSHA protocols for disinfection of dental chairs, lab equipment, and lab/lecture spaces at the conclusion of each lab time.
12. Students and faculty will wear a face covering during the entire lab time.

16.16 GENERAL EDUCATION COURSES

1. No more than 14 students and 1 instructor for 15 people will be in Coaledo 3 at any one time. If a monitor, lab assistant, or staff person must also be present, then the number of students will be reduced for that class session to maintain no more than 15 people in the room at one time.
2. If the overall class size exceeds the 15-person limit with students, faculty, and staff, then the instructor will divide the class into fixed cohort groups. There will be no mixing or transferring between cohorts. The instructor will develop a schedule for the cohorts to attend in-person class sessions for the complete term, so every student will know when they can be in physical attendance. This schedule will be posted in the online class shell (on the LMS) prior to the start of the term. If the students are not scheduled to be in physical attendance, they will attend class virtually.
3. Between each class period, at least a 30-minute block of time will be set aside for Facility personnel to properly clean and disinfect the studio spaces.
4. For extended classes requiring a break, the cohorts will be assigned a 10-minute break period where the students may use the facilities. Every effort will be made to minimize contact between the students and other students in the building.

16.17 MICROBIOLOGY AND ANATOMY & PHYSIOLOGY COURSES (COALEDO)

1. Prior to coming to campus for a lab session, the students will take an online training course related to proper lab etiquette and safety and proper PPE use. This training must be complete prior to the lab if the student is to attend the lab.
2. Additional temperature checks may be done prior to class by the instructor or lab

assistant.

3. The lab section will be separated into fixed cohorts of 6 students at most (1 per lab table). With the instructor and lab assistant, no more than 8 people will be in the lab at any time. The instructor will develop a schedule for the cohorts to attend in-person lab sessions for the complete term, so every student will know when they must be in physical attendance. This schedule will be posted in the online class shell (on the LMS) prior to the start of the term.
4. During the lab session, proper PPE for the lab will be used at all times. The minimum PPE will be a face covering and gloves.
5. For each lab, the students will be expected to clean and sanitize the workspace per the class, college, and state guidelines as is typical for the discipline.
6. For extended labs requiring a break, the cohorts will be assigned a 10-minute break period where the students may use the facilities. Every effort will be made to minimize contact between the lab students and other students in the building.

16.18 GED/ABE/ESL

1. APCE classes will be offered both face-to-face and virtually, so that students may make the best choice for their own comfortability. Preference for the face-to-face option will be given to students with very limited or no access to technology.
2. No more than 10 students and 1 instructor for a total of 11 people will be in Tioga 301/303/305 at any one time. If a monitor, lab assistant, or staff person must also be present, then the number of students will be reduced for that class session to maintain no more than 11 people in the room at one time.
3. If the overall class size exceeds the 11-person limit with students, faculty, and staff, then the instructor will divide the class into fixed cohort groups. There will be no mixing or transferring between cohorts. The instructor will develop a schedule for the cohorts to attend in-person class sessions for the complete term, so every student will know when they can be in physical attendance. This schedule will be posted in the online class shell (on the LMS) prior to the start of the term. If the students are not scheduled to be in physical attendance, they will attend class virtually.
Classes will be held in two-hour blocks with one hour breaks in between. Between each class period, facility personnel or APCE staff will properly clean and disinfect the classroom spaces.
4. For extended classes requiring a break, the cohorts will be assigned a 10-minute break period where the students may use the facilities. Every effort will be made to minimize contact between the students and other students in the building.

16.19 PEARSON VUE TESTING

1. COVID-19 Daily Self-Check prior to entering the building. The proctor will do a temperature check and log it on the Student COVID-19 Self-Check. Both the proctor and test takers will wear face coverings.
2. Proctor will ask testers to wash their hands upon entry to the building.
3. Only 2 people allowed on the elevator at a time and must wear face coverings.
4. Test-takers and students will sign the Student Liability Hold Harmless. Proctor to send these to Administrative Services.
5. The proctor will serve as a physical distancing monitor and is trained on using the appropriate disinfectant to clean workstations after use by each tester.
6. Days and times of testing will be restricted to evening hours after close of normal business and on Tuesdays and Thursdays. This will limit the number of staff in the facilities

- at the time of testing.
7. Proctor to monitor test takers using window and camera monitor to allow for 4 test takers at a time.
 8. Testers will be asked to leave all items, except for their legal ID, at home or in their vehicle.
 9. Only individuals taking tests will be allowed into the testing center.
 10. Proctor will disinfect testing area and equipment after use.

16.20 TUTORING

1. The majority of tutoring will occur online through the tutoring link set up via MyLakerLink. 1-2 tutors will physically be in the Laker Learning Commons to run the virtual tutoring front desk.
2. Student will be directed to sit only in assigned/designated spaces, and directional floor markings will be installed as needed.
3. When a student leaves an assigned/designated space, Facility personnel or tutoring staff will properly clean and disinfect the area and no student will use the space for at least 30 minutes.

16.21 STEP/JOBS

1. The STEP/JOBS office is closed to the public and offices are locked at all times.
2. Staff are primarily working remotely. One-on-one meetings or single person computer use are allowed only if necessary for program participation and strictly by appointment only.
3. JOBS training classes will remain virtual.
4. When a participant leaves an assigned/designated space, Opportunity Programs staff will properly clean and disinfect the area and no participant will use the space for at least 30 minutes.

16.22 STUDENT ACTIVITIES

Student activities will abide by guidance provided by state executive orders and local health authority relative to group gatherings. In some cases, SWOCC's policy may be more restrictive than state or local guidance in the interest of protecting the local community.

1. Laker Welcome activities and activities throughout the fall will be done virtually when possible.
2. The majority of in-person activities will be done in small groups (cohorts).
3. When needed signup sheets will be used to limit capacity.
4. When appropriate, indoor activities will require that the seating capacity follows required capacity restrictions and facilitates physical distancing.
5. Common areas will have limited capacity and reduced hours.

16.23 SMALL BUSINESS DEVELOPMENT CENTER

All courses will be online and all advising appointments will continue via Zoom or phone through fall term.

16.24 COOS CAMPUS LIBRARY

1. Contact the library at library@socc.edu or 541-888-7270 for assistance and check our [Back to Top \(Contents\)](#)

homepage for updates at <https://www.socc.edu/library>.

2. The library space will be partially open to staff and students for limited hours: M-F 10 to 6. The physical collection is unavailable for browsing. Library staff will retrieve items for you. Two lab computers will be available by appointment for 2-hour intervals. Two additional study areas will be available first-come, first-served.
3. When a user leaves a designated space, facility personnel or library staff will properly clean and disinfect the area. No one will use the space for at least 30 minutes.
4. The physical collection is unavailable for browsing. Library staff will retrieve items for you. Staff will retrieve staff and users' requests and check them out face-to-face or by curbside pickup.
5. Coastline libraries are all operating to some degree. Orders will be filled and delivered as soon as possible, but delays may be expected.
6. All returned library materials will be disinfected and quarantined for a minimum of 24 hours before circulating again. For Faculty, this particularly affects short-term loans such as course reserves. Please contact the library for special arrangements as soon as possible.
7. SWOCC Library databases are available on and off campus. Library research assistance is available by phone, email, and Zoom. For Faculty, the library can provide live Zoom database instruction or record videos for students to view anytime. Please see the library homepage for our current videos.

16.25 INFORMATION TECHNOLOGY

1. When performing work at other staff's workstations, Media Services staff will wear gloves and face coverings. Staff in the area are to wear a face covering and maintain 6 feet of physical distancing.
2. After working on the equipment, Media staff will sanitize the equipment using appropriate disinfection method.
3. After cleaning the equipment, Media staff will tell the user NOT use their workstation for a minimum of 10 minutes to enable the disinfectant to kill the virus.
4. After disinfecting the keyboard, Media staff will remove and dispose of gloves properly and then wash their hands.
5. Media Services staff shall don clean gloves when going from one staff member's workstation to another.
6. Equipment brought to Media Services for repair will be isolated for 4 days. It will then be disinfected before IT staff work on the equipment.
7. The equipment will be disinfected by IT staff before being returned to the owner.
8. **Media Services Technicians**
 1. Appropriate IT staff trained to do disinfection on work stations using appropriate EPA approved chemical Safety Data Sheet and proper glove donning and doffing.
 2. When IT staff are at another staff member's workstation performing work, they should be wearing masks and gloves.
 3. After proper glove removal, staff shall dispose of gloves properly and immediately wash their hands.
 4. New gloves should be put on by your staff between the techs working on different employee workstations.
 5. If the staff member is present while they are working on their PC, that staff also need to wear a mask and stay 6 feet away.

16.26 CURRY CAMPUS

1. A Curry First Stop traffic pattern will be established directing staff to enter near the

Testing Center and exit to the Science hallway.

2. A physical monitoring station has been established near the main entry, with all students and staff using the main doors for entry. Staff will conduct a health check for students. Both the student and the staff member are to remain 6 feet apart and wear face coverings.
3. Gloves and face coverings will be available although students are encouraged to provide their own face covering. Hand sanitizer and a washing station will be maintained in the commons.
4. Tables and seating in the Sprague Commons will be arranged so that physical distancing is maintained.
5. The Testing Center will allow a maximum of three students at any one time, with spaced seating.
 - a. Staff will sanitize workstation after each test-taker.
6. Work schedules are staggered so only one staff member is scheduled in the area at any given time.
7. Shared equipment used by staff will be disinfected after each user.
8. Bathrooms, First Stop counters, commons, open areas, and kiosks are being cleaned and sanitized daily. Classrooms are disinfected between sections and uses.
9. A select group of courses will be offered face to face on the Curry Campus using social distancing. All classrooms are being arranged such that students may sit at least 6 feet from others in the room. Classrooms will be sanitized following each use.
10. Room 231 has been configured for use as a conference / advising room. Seating is arranged so that staff may sit at least 6 feet from conferees and family members meeting requesting an in person visit.

17.1 SOUTHWESTERN COVID-19 DAILY SELF-CHECK

Prior to coming on campus each day, all staff should evaluate any symptoms they have. If you are sick, do not come to campus. Please notify your supervisor. If you are well, please go wash your hands (20 seconds minimum) before beginning work.

In the last 24 hours have you or someone you have been in close contact with experienced:					In the last 2 weeks:		
Fever 100.4 F or higher	Gastrointestinal illness or Flu-Like Symptoms?	Respiratory illness/ Cough	Sore throat	Loss of smell, taste	Have you been in contact with any persons w/flu like symptoms?	Have you been in contact with any persons known to be positive with COVID-19?	Have you exhibited any flu-like symptoms or had a fever 100.4 or higher?

Please note, if you answer “yes” to any of the above questions, but have routine or chronic health concerns that would cause the symptoms you identified (e.g., chronic smoker’s cough), you may come to work. You do not need to share what your chronic health concerns are with your supervisor as this is your private medical information. If the symptoms are new, you should not return to work until your symptoms resolve. For information on when you can return to work, please refer to the CDC’s When You Can be Around Others After You Had or Likely Had COVID-19

If you answer “yes” to any of the questions and do not have a chronic underlying health issue that is the cause, you may use the CDC’s COVID-19 Self-Assessment-Tool (scroll down on webpage to find this) that will give you instruction on what to do. You may also just call your health care provider or the NBMC COVID-19 Hotline (541-266-1650) if you do not wish to use the COVID-19 Self-Assessment-Tool. Inform your supervisor if the COVID-19 Self-Assessment-Tool or your physician/NBMC indicates you need medical care or COVID-19 testing. Supervisors will contact Administrative Services if there are concerns that may require isolation, treatment, testing, etc. Lastly, make sure to seek medical care immediately if you display the following symptoms:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

17.2 CONTACT TRACING PROTOCOL

Contact tracing is the systematic identification of persons who have come into close contact with a confirmed case of COVID-19. Due to the increased number of cases in our community, Southwestern may be required to administer this protocol when it receives notice of a confirmed COVID-19 case in our community, and the local and/or federal Department of Public Health are unable to conduct contact tracing.

1. Initial Protocol Considerations

- This is a confidential process. **The name of the individual who has tested positive shall not be disclosed to a close contact**, or any other individual or entity outside of the Department(s) of Public Health, nor should sufficient details be provided that makes their identity readily identifiable.
- Protocol administered through Coos Health and Wellness.

2. Upon notification of a confirmed COVID-19 case in the college community will

- Contact the local Department of Public Health (DPH) to inform it of the confirmed case. If the local DPH does not return the Organization's call within three (3) hours, contact the State Department of Public Health.
- If the local DPH is going to conduct the tracing, provide the DPH with the confirmed case's contact information.

17.3 FACE COVERINGS

Below are definitions that apply to face coverings:

- "Face covering" means a cloth, paper, or disposable face covering that covers the nose and the mouth.
- "Face shield" means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
- "Mask" means a medical grade mask.
- "N95 respirator" is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. The majority of staff on campus are not required or trained to wear an N95. Staff whose job descriptions require use of certain chemicals in their duties must have medical health screening and fit testing performed before being allowed to don an N95.

All faculty, staff, students and vendors are required to wear a cloth face covering that covers their mouth and nose in the workplace in the below conditions:

- Leaving their office
- Entering a building
- Using stairways
- Using elevators
- When 6 feet of physical distancing is not feasible
- When outside and 6 feet of physical distancing is not feasible

Staff may obtain a face covering by emailing crichards@socc.edu Below is information on how to wear, clean and dispose of a face covering:

- Wash your hands before putting on your face covering.

- Put it over your mouth **and** nose, and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Human Resources (541-888-7259) will work with staff with concerns. Consider continuing telework for vulnerable individuals or other mitigation efforts as prudent and necessary.
- The Director of Disability Services (541-888-1578) will work with vulnerable students with concerns.
- Here is the CDC link for cleaning your cloth face covering:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Please note the following exceptions:

- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their face covering if they are seated at least six feet away from others.
- Employees who wish to eat or drink may remove their face covering to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the face covering when they are done.
- People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lip-reading to communicate. In this situation, using a clear face covering may be appropriate. If a clear face covering is not available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.
- Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.

Cloth face coverings are a critical preventive measure and are most essential in times when physical distancing is difficult. If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including physical distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.

Please continue to practice physical distancing when wearing a face covering.

FACE COVERINGS

Recommendations from the Center for Disease Control. More information can be found at:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing
- Wash hands immediately after removing.

How to clean

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water; or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.



Make sure to completely dry cloth face covering after washing.

How to dry

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry

- Lay flat and allow to completely dry.
- If possible, place the cloth face covering in direct sunlight.



Southwestern Oregon Community College is an equal opportunity educator and employer.

17.4 ON CAMPUS SOCIAL DISTANCING PROCEDURE

Governor Kate Brown's recent Executive Orders for higher education institutions and for all employers in the state include requirements related to social distancing. While community colleges are moving to remote learning for most courses, there are exceptions in Executive Order 20-09 that allow for face-to-face instruction for some certificate, license or degree programs related to critical health care fields and essential emergency response and resiliency efforts where no remote or online alternative is practicable. In addition, there are some college employees who are critical to college operations who must be on campus to facilitate the continued functioning of the college. Finally, while community college buildings are not subject to the Governor's "Stay Home, Save Lives" Executive Order 20-12, the order strongly encourages local governments including community colleges to follow the underlying directives in the Governor's order. This includes limiting public access to campus facilities, including gyms, museums, bookstores, and other retail operations; facilitating telework and work at home of employees to the greatest extent possible; and designating a college official to establish, implement and enforce social distancing policies according to guidance from the Oregon Health Authority.

ACTIONS TO TAKE

- Designate a college official who is responsible for implementing and enforcing the college's on-campus social distancing procedures: Safety Coordinator Carol Richards at 541-888-7206 or crichards@socc.edu
- Adopt social distancing procedures for on-campus operations.
- Communicate these actions with college employees, students, contractors, and the community.

PROCEDURES

All Southwestern Oregon Community College employees, students, and others who are deemed essential personnel or who are permitted on campus for instruction in programs critical to health care fields and emergency response and resiliency efforts, must observe the following social distancing requirements to minimize the spread of COVID-19 among faculty, staff and students while on campus:

- Do not come to campus if you are sick including the following symptoms: fever, cough, and/or difficulty breathing.
 - Immediately notify your supervisor or instructor if you experience any of the above symptoms while you are on campus.
- Maintain at least 6 feet of distance from other employees and students in workspaces, classrooms, labs, and throughout your time on Southwestern campuses.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct college business as much as possible, even when participants are in the same building.
- If an in-person meeting is necessary, no more than 10 people may meet in the same space depending on room size: choose a large room, maintain 6 feet of distance, and avoid person-to-person contact such as hand shaking.
- Do not congregate in offices, workrooms, copy rooms, classrooms, dining facilities, or other areas where people typically socialize.

- All employees, students and others who are on campus are expected to cooperate in taking steps to reduce the spread of COVID-19 in the workplace. This includes frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.
- Southwestern will ensure a clean workplace including the regular cleaning and disinfecting of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, classrooms and labs, door handles, railings and other common areas.

Any questions or concerns related to this procedure should be directed to Carol Richards at 541-888-7206 or crichards@socc.edu

17.5 TEMPORARY TELECOMMUTING PROCEDURE

Southwestern Oregon Community College (SWOCC) recognizes there may, on occasion, be circumstances when it would be beneficial for staff to telecommute either in order to ensure business continuity in the event of an emergency such as a weather disaster or pandemic; or to complete a particular task on a temporary basis. However, it is not possible to offer telecommuting options to every staff member as the requirements for some positions will not be suitable for such arrangements. The operational needs of SWOCC take precedence over any telecommuting arrangement.

Staff should not assume any specified period of time for emergency telework arrangements, and Southwestern Oregon Community College may require staff to return to regular, in-office work at any time.

Eligibility

Prior approval is required before a staff member can engage in temporary telecommuting. The staff or supervisor may submit a request to the Chief Human Resources Officer (CHRO). Consideration will be given to any such request. A decision regarding the suitability of working at home will take into account all relevant circumstances. The CHRO, in conjunction with the Chief Information Officer (CIO), will review the telecommuting request taking into account the factors listed below. The decision of the CHRO and CIO is final.

All arrangements for monitoring, supervision, workload, etc., will be agreed upon in accordance with existing SWOCC procedures and any applicable collective bargaining agreements. For a single occurrence of telecommuting, the precise project or task must be agreed upon beforehand.

1. Needs of the department or unit
2. Staff's work duties and the ability to measure or assess work performed
3. Availability and costs of needed equipment
4. Effect on service
5. Effect on the rest of the unit or department
6. Measurable objectives and results mutually agreed to by the staff and the supervisor
7. Other items deemed necessary and appropriate

Telecommuting is a prerogative of the College, not an entitlement of staff. It is approved on a case-by-case basis consistent with the mission of the College and the respective department or unit.

Procedure:

In the event of an emergency, Southwestern Oregon Community College may require certain staff to work remotely. These staff will be advised of such requirements by their supervisor or Human Resources. Preparations should be made by staff and supervisors well in advance to allow telework in emergency circumstances. The IT Department will be available to review equipment needs and to provide support to staff in advance of emergency telework situations.

For voluntary telework arrangements, either the staff or supervisor can initiate a temporary telecommuting agreement during emergency circumstances. The staff and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues. It is understood that not all essential duties of a position can be done while telecommuting for one reason or another. Therefore, the supervisor and staff member should discuss and highlight on the job description which duties will be required to be performed while telecommuting. The job description with the highlighted duties to be performed or a statement of the temporary short term project to be done while telecommuting should be forward to the Chief Human Resources Officer with the request to telecommute.

After a thorough discussion about job responsibilities, workspace design, and department needs, the supervisor will forward the request to the Chief Human Resources Officer for consideration. The Chief Human Resources Officer in conjunction with the Chief Information Officer will review the request using the eligibility criteria listed in the above section. If approved, a telecommuting agreement will be prepared by Human Resources and signed by the staff and their supervisor.

A completed telecommuting agreement is required and must be signed by the supervisor, the staff, CHRO, and CIO. Copies of these documents shall be kept in the staff member's personnel file and be forwarded to the Vice President of Administrative Service's office for Risk Management purposes. This agreement shall be reviewed as necessary to determine if the need still exists for temporary telework.

This agreement may be terminated in writing by either the staff or the College. If the agreement is terminated, a reasonable amount of time will be given for the staff member to transition back to the worksite. The College reserves the right to terminate the agreement without notice if the staff violates any College policy or procedure.

If employment is terminated, the staff will promptly return all SWOCC equipment, software, documents, supplies and property in the staff member's possession.

Physical Environment

The staff member will establish an appropriate work environment within their home for work purposes. Southwestern Oregon Community College will not be responsible for costs associated with the setup of the staff member's home office, such as remodeling, internet access, furniture or lighting, nor for repairs or modifications to the home office space.

Southwestern Oregon Community College will determine the equipment needs for each staff on a case-by-case basis. Equipment supplied by the College is to be used for business purposes only.

Staff are required to comply with SWOCC's Health and Safety standards while they are at work. Staff are expected to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

The worksite must be in the state of Oregon unless it is a temporary telework situation based on travel or temporary situation that is reasonable.

SWOCC assumes no liability for injury at the telework site to any other person who would not be in the work area if the duties were being performed at the regular place of employment. If the staff member is injured, the staff member must notify their supervisor immediately and complete all requested documents regarding the injury.

Availability/Responsiveness

The staff member must be available and respond to phone calls, email or chats while telecommuting. In the event that the staff member is sick or needs to take another form of leave during a period of telecommuting, SWOCC's usual leave reporting rules apply and must be followed.

Temporary telecommuting is not a substitute for dependent care.

Compensation and Benefits

Telecommuting is a management tool allowing for business continuity and/or flexibility in work options on a temporary basis. It does not change the basic terms and conditions of employment. The staff member's wage or salary, job responsibilities, and benefits do not change as a result of telecommuting.

Work Schedule and Overtime

The work schedule of the employee will be determined by the supervisor and will be documented in the telecommuting agreement.

The working of overtime, accrual of compensatory time, requests for leave, etc. will be subject to the same rules and regulations in place at the campus work location.

Equipment and Information Security

Staff engaging in telecommunication, will be provided a standard SWOCC computer purchased by the College. Staff are required to keep College equipment and data in a secure locked location when not in use.

Only Cisco AnyConnect VPN clients may be used to connect to the College network. The staff and supervisor can agree on a laptop or desktop/monitor set up and then coordinate with the SWOCC ITS Department regarding purchase or loan of existing equipment. Staff are not to use their home computer to complete SWOCC-related work activities. Staff are responsible to maintain and pay for their own internet access to their home work environment.

Maintenance on College-owned equipment will be performed only by the SWOCC ITS Department. Only approved and licensed software can be installed on the computer. For maintenance that cannot be performed remotely, College-owned equipment must be brought to the SWOCC ITS Department.

College-provided equipment while telecommuting is not an entitlement of staff.

Depending on the job, equipment needs will vary and are determined by the supervisor and the SWOCC ITS Department.

Staff must abide by the College's procedures covering acceptable use, information security, software licensing and data privacy.

Keep College data 'on College technology':

- Do not screenshot items and save them to your remote computer.
- Do not save confidential information from email, email attachments, or other sources to your remote computer.
- If you checked out a laptop, treat this as you would any high value personal technology; laptops are a high-theft target, any confidential College data stored on a stolen laptop would be considered a data breach by the State of Oregon and the Department of Education.
- Remote desktop allows you to access your office computer, network storage, and other College data just as if you were in the office. Save to these locations as you normally would.
- By using VPN technology users must understand that their machines are a de facto extension of Southwestern Oregon Community College's network, and as such are subject to the same rules and regulations that apply to Southwestern Oregon Community College-owned equipment, i.e., Acceptable Usage Policies.

Confidentiality

Consistent with the College's expectations of information security for staff working at the office, telecommuting staff will be expected to ensure the protection of student and staff information accessible from their telework location.

Equipment, documents, and data should be accessible only to the staff member and safeguarded from access by other members of the household and visitors. It is the responsibility of staff with VPN privileges to ensure that unauthorized users are not allowed access to their VPN connection.

When actively connected to the College network, VPNs will force all traffic to and from your computer over the VPN tunnel. Dual (split) tunneling is NOT permitted; i.e., you may not have the remote computer connect to the internet on one connection and at the same time connect through the VPN tunnel to SWOCC's network.

17.6 COMMUNICABLE DISEASE MANAGEMENT PLAN

Southwestern Oregon Community College must be prepared to act in the event of an outbreak of a communicable disease among our student and employee population. A communicable disease outbreak can potentially turn into an epidemic and threaten the health and well-being of the entire campus community. Therefore, specific steps will be taken to ensure that all students, faculty, and staff at SWOCC are protected should an outbreak occur. The college will follow this policy on communicable disease outbreaks and will cooperate with all county, state, and federal authorities regarding the identification, treatment, and prevention of communicable diseases.

This policy is effective for, but not limited to, the reportable communicable diseases listed below:

- Chickenpox
- Hepatitis

- Influenza (COVID-19)
- Measles (Rubella)
- Meningitis*
- Mumps
- Pertussis
- Rubella
- Tuberculosis (TB) active
- Tetanus

A confirmed diagnosis of any of these diseases or any cluster of illness (two or more people with similar illness) will be reported to the Coos Health and Wellness (CHW) within 24 hours of diagnosis. Contact information is below, but is subject to change:

Weekdays 8:00 a.m. – 5:00 p.m.
 541.266.6700
 After hours, weekends, and holidays
 1.541.396.2106

- Ex Director, Mike Rowley 541.266.6778
- Liaison, Scott Murray 541.808.4654
- PH Director, Kathy Cooley: 541.266.6726
- Epidemiologist, Brian Leon: 541.266.6729

*Suspected or confirmed cases of meningitis also are to be reported immediately. The report should include:

1. Reporters name, location and phone number
2. Name of the disease reported and the onset date
3. The individual's name, address, phone number, age, sex, and race
4. The attending physician's name, location, and phone number
5. Any pertinent clinical, laboratory, and treatment information

Responsibility for Campus Reporting

1. In the event that a SWOCC student or employee is diagnosed with a reportable communicable disease, the Office of Administrative Services or Office of Student Services should be notified.
2. The Vice President of Administrative Services or Vice President of Student Services will notify the College President.
3. The Vice President of Administrative Services will convene the Emergency Management Team and the Communications Officer to begin written notification for campus-wide distribution.
4. If a student who lives in Student Housing, Student Housing will be notified.
5. It is up to CHW, based on information provided by the diagnosing provider, to determine whether or not the student should return home, continue to be housed on campus, housed off campus, or transferred to another facility (i.e., a hospital). If the student cannot travel to their home, the college will work with CHW to determine an appropriate solution.

Procedures for Managing the Outbreak

Emergency Management Team (EMT) with guidance from the college's Executive Team and CHW will be in charge of coordinating all healthcare during the outbreak. The college will follow the Communicable Disease Management Plan and all additional

recommendations from county, state, and federal authorities.

EMT/Administrative Services with assistance from CHW will:

1. Immediately begin an investigation
2. Verify the diagnosis
3. Gather information to confirm an outbreak
4. Identify contacts of the case and potential sites of transmission during the period of communicability
5. Contact students, faculty, or staff who were possibly exposed
6. Make appropriate recommendations to susceptible contacts
7. Arrange for necessary vaccination (if appropriate) for susceptible contacts
8. Pertinent information as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces, etc., may be released to the SWOCC community of students, faculty, and staff by SWOCC office of communication via email if approved.
9. To ensure containment of the communicable disease, a systemic disinfection of impacted classrooms, offices, bathrooms, residence apartment, and activity areas will be disinfected per the CHW and/or CDC recommendations based on the specific disease.

Procedures for Student Housing

1. Should a student notify the Director of Student Housing, a Resident Director, or other Student Housing staff that they have a communicable disease, but haven't been seen a public health official, Student Housing personnel should contact Administrative Services or Student Services for guidance on how to proceed with precautions.
2. It is unlikely that a student will be quarantined in the residence halls unless quarantine/isolation units are available. The college will work with CHW on a case-by-case basis to determine appropriate quarantine measures.
3. If a student needs to be isolated and lives in an apartment with other apartment-mates, Student Housing will work with the student to ensure he/she has limited contact with others in the apartment. The student may need his/her own bedroom with a private bathroom and someone who can leave food and water outside of the bedroom door.

Procedure Should the Individual be an International Student

If the student diagnosed with a communicable disease is an International student, the Office of International Students will be notified and advised of the needs of the student. If isolation is necessary, Student Housing in conjunction with CHW will work to determine appropriate housing.

Procedure for an Infected Student Returning to Classes and Campus Activities

1. Before a student is discharged from isolation and before returning to classes at the college, he/she must be examined by a medical professional. The medical professional should certify that the student is no longer infectious to others and that he/she presents no risk to the campus community.
2. Student Housing shall notify appropriate departments that the student has been released from care and may return to full campus activity.

Procedure for Establishing STUDENT Awareness Regarding a Communicable Disease Outbreak

Emergency Management Team and Student Services shall oversee general campus

awareness regarding any communicable disease outbreak. Awareness shall include, but is not limited to the following:

1. Information on protecting yourself against disease transmission (handwashing, cough and sneeze etiquette) will be posted across campus in strategic locations and on the MyLakerlink portal.
2. Health promotion activities that stress infection control measurements will be offered.
3. Education on disease symptoms and where to seek help will be provided.
4. The Communicable Disease Outbreak policy will be available on the Administrative Services policy page in the MyLakerlink portal.

Procedures for Managing College Employees with Exposure to or Confirmation of a Communicable Disease

1. Employees who have been exposed to or have confirmation of a communicable disease should:
 - a. contact their immediate supervisor
 - b. stay away from work
 - c. seek advice/diagnosis/treatment through their personal physician
2. The employee's immediate supervisor shall inform the Human Resources.
3. The Chief Human Resources Officer (CHRO) or his/her designee will gather more information including verification of the exposure or confirmed diagnosis and will notify college personnel as per this policy.
4. The employee is expected to remain off work until the risk of infecting others has ended, and until he/she can return to full duties.
5. The employee's supervisor shall share the letter with Human Resources.

Procedures for Establishing EMPLOYEE Awareness about the Communicable Disease Outbreak Policy

The Emergency Management Team and Safety Coordinator shall oversee employee awareness regarding the communicable disease outbreak. Awareness may include but is not limited to the following:

- Formal training that provides an overview of the colleges Emergency Management Plan (Pandemic) complete with a Q and A session.
- Information regarding the location of the written policy and contact information related to the policy.
- Information on "protecting yourself" against disease transmission (handwashing, cough and sneeze etiquette) will be posted across campus in strategic locations and on the college's website.
- Health promotion activities that stress infection control measurements will be offered.
- Education on disease symptoms and where to seek help will be provided.

Procedures for Managing an Outbreak among Participants in the College's Programs, Camps, or Conferences

1. Responsible adults working with participants enrolled in college-sponsored programs, camps, or conferences shall contact the Office of Administrative Services and the Safety Coordinator when an occurrence of a communicable disease is suspected or has been confirmed.
2. The Safety Coordinator or his/her designee will gather more information including verification of the exposure or confirmed diagnosis and will notify college personnel as per this policy.
3. The Safety Coordinator or his/her designee shall consult with the Vice President of Administrative Services to determine the involvement of other campus departments in the management of the communicable disease.
4. Prior to returning to the event, the participant shall be required to present a letter from a medical professional certifying that the participant is no longer contagious to others and presents no risk to the college community.
5. The decision to terminate any event will be made, with guidance from CHW, and the appropriate Vice President.

17.7 EXPOSURE RESPONSE ON COOS OR CURRY CAMPUSES FOR POTENTIAL OR POSITIVE COVID-19 CASE

SWOCC shall take steps to ensure that if a staff or student develops or reports primary COVID-19 symptoms while on campus, the following will be implemented. Anyone who has been on campus, who is known to have been diagnosed with COVID-19, must report to and consult with the college who will notify Coos Health and Wellness (CHW) regarding cleaning and classroom/campus closure:

1. The staff or student should immediately return to their place of residence, or isolate in a designated isolation area, until they can safely return to their residence or be transported to a health care facility. If a Housing student, contact Housing Staff so an isolation apartment can be made available. Arrange transportation of the ill person to their home or an isolation unit in Student Housing. Do not transport them yourself! If you are calling an ambulance call first to alert them that the person may have COVID-19.
2. The person should seek medical care and COVID-19 testing from their regular health care provider.

- a. **Coos Campus:** Person should contact North Bend Medical Center COVID-19 Hotline (541-266-1650) for further instructions regarding isolation.
 - b. **Curry Campus:** Person should contact the Curry Health Network in Gold Beach 24/7 Triage Line at 541-247-3090 for further instructions, or Curry County Public Health at 541-373-7118.
 - c. If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - d. If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their place of residence until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - e. If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
3. Any staff or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from Coos Health and Wellness or Curry Health Network.
 4. If staff or students become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed case, they should notify:
 - a. Staff - Human Resources (ext. 7259)
 - b. Student Housing students – Student Housing (ext. 7800).
 - c. Vendors and contractors - Emerald Brunett (ext. 7229) in Facilities.
 - d. Non-Student Housing students - Vice President of Student Services (ext. 1579)
 - e. Curry Campus staff or students - Executive Dean of Curry Campus (541-813-1672)
 5. All communication with a possible COVID-19 person should be done via telephone, email, etc. If they inform you face to face that they believe they are ill, immediately offer them a face covering and put on one yourself. Make sure to maintain physical distancing of at least 6 feet from them.
 6. Call Facilities to have EVS disinfect impacted area. Close off areas until after cleaning and disinfecting have been completed. Areas may be closed for 24 hours for sanitization. Other common areas that were frequently used may also be closed for 24 hours for sanitization.
 7. Notify Administrative Services/Emergency Management who will contact local health officials and campus immediately of any positive case of COVID-19 while maintaining individual's confidentiality.
 8. Administrative Services/Emergency Management shall send an emergency notification to all campus that a positive COVID-19 case has been identified.
 9. Human Resources will begin collaborative contact tracing with Administrative Services and Coos Health and Wellness as needed. Executive Dean of Curry Campus will begin collaborative contact tracing with Administrative Services and Curry County Public Health as needed.

Student Housing

If a resident in Student Housing has COVID-19 (suspected or confirmed), they should contact Student Housing (ext. 7800).

1. If the student is on campus and informs the Housing staff in person, provide a face covering and ask the student to wear it. Staff are to immediately put on a face

- covering and maintain at least 6 feet apart.
2. Immediately isolate student with COVID-19 symptoms in their bedroom. All staff support and symptom monitoring by a health professional will occur wearing appropriate personal protective equipment (PPE). Further contact with them will be made by telephone, email, etc.
 3. The person should seek medical care and COVID-19 testing from their regular health care provider. They should contact North Bend Medical Center COVID-19 Hotline (541-266-1650) for further instructions regarding isolation.
 - a. If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - b. If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their place of residence until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - c. If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 4. Roommates and others in Housing who have had frequent contact with the student will isolate themselves in their own bedrooms. The areas the student has visited will be closed temporarily for cleaning. Close contacts with the student in Housing may also need to isolate in their bedrooms and monitor for symptoms.
 5. Provide students with information on how to care for themselves and when to seek medical attention and direct them to the [CDC What to Do if you are Sick](#). They should continue to check their symptoms daily doing temperature checks at least twice daily. Students should check in with the Housing Director daily to keep them updated on testing status, symptoms and to communicate any needs for their self-care.
 6. Administrative Services will work with CHW on decisions about suspending isolation and contact tracing, etc. and specific guidance to determine if, when, and for how long to take these steps.
 7. Administration will send an emergency notification to all campus if a positive COVID-19 case has been identified in Student Housing, while maintaining student confidentiality and adhering to HIPAA requirements.
 8. Students who have a positive COVID-19 test should write a summary of their social/physical interactions to aid in contact tracing and cleaning.

17.8 COVID-19 POSITIVE CASE NOTIFICATION TO CAMPUS TEMPLATE

Southwestern learned today that a student/employee/volunteer in (department name/housing) has tested positive for COVID-19. The individual first showed symptoms on (date). They have not been to campus since (date), but the window of exposure could have been from (date range). For confidentiality reasons, we will not release the student/employee/volunteer's name.

Public health officials have been consulted and have determined there is a low risk of exposure to others. However, out of an abundance of caution, we are notifying you of this development so that you are aware and can take necessary precautions.

Please make sure you are aware of the symptoms of COVID-19 and plan to self-monitor for the next 14 days. If you experience any of these symptoms (fever, cough, shortness of breath), please stay at home and inform your Resident Assistant/Human Resources/your advisor and alert your healthcare provider that you may have been in contact with an infected individual.

Southwestern Oregon Community College staff remains in close contact with state and local health officials regarding developments with the Coronavirus (COVID-19) situation. The college is taking measures to ensure the safety of our employees and students during the pandemic, including:

- mandatory face coverings
- social distancing
- disinfecting workspaces
- offering telework

If you have questions or concerns, please contact the office of Administrative Services at 541-888-7206 or jwhitey@socc.edu. Visit our COVID-19 [webpage](#) for more information.

17.9 COVID-19 POSITIVE COVID-19 EXPOSURE NOTIFICATION TO INDIVIDUAL WHO MAY HAVE BEEN EXPOSED TEMPLATE

DATE: [DATE]
TO: [CLOSE]
CONTACT EMPLOYEE]
FROM:[REP]

We have been informed by one of our **[employees/customer/vendor/etc.]** working at Southwestern Oregon Community College that he/she has a confirmed case of COVID-19, commonly known as "Coronavirus," based on test results obtained on **[DATE]**. Per College policy, this **[employee/customer/vendor/etc.]** has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the college's investigation, we believe that you may have come into contact with the confirmed-positive case, on or about **[DATE]**. Based on college policy we are directing you not to report to work (i.e., self-quarantine) until, at least, **[14 days from last contact with confirmed case]**. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by **[14 days from last contact with confirmed case]**, you may return to work. However, please inform **[COLLEGE CONTACT]** if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

Southwestern is committed to providing a safe environment for all of our employees and top quality service to our students and staff. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as a college is respect for and among our employees **[or customers]**. We will treat information regarding the identity of employees **[or customers]** with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per college policy, we will not tolerate harassment of, or discrimination or retaliation against, employees **[or anyone]**.

Please contact **[COMPANY CONTACT AWARE OF APPROPRIATE PROTOCOLS]** at **[PHONE NUMBER]** if you have any questions or concerns.

17.10 FACILITIES UPDATE

From: Brunett, Emerald J

To: ptfac-announce; faculty-announce; classified-announce; massc-announce

Subject: Facilities Update - Starting April 6th

Date: Friday, April 3, 2020 3:55:05 PM

Attachments: SWOCC Maintenance Request User Guide.pdf
image001.png

Good Afternoon Everyone and Happy Friday!

As we ramp up for the start of Spring Term on Monday, I wanted to provide a little more information on what our EVS staff will be doing and what building access will look like.

EVS Staff

Beginning Monday, our EVS staff will be in your areas consistently beginning at 8:30am and ending at 11:30pm. The primary duty of the staff working during the day is to disinfect all frequently touched surfaces thoroughly and often (for example: tables, doorknobs and doors, light switches, handles, desks, toilets, faucets, sinks, elevators, and electronics, to name a few). The EVS staff will be going through their routes on repeat throughout the duration of their shift. The evening shift will have a high focus on disinfecting but will also be taking care of typical restroom, garbage, and floor care needs. Below is who is expected to be in your areas. We are here to help so if you need anything just let them know and we will do our best to accommodate.

Disinfecting Staff

Cleve – Eden, Sitkum, Coaledo, Sumner, Lampa, Prosper,
Fairview
Stephen – Stensland, Dellwood, Randolph, Empire
Michael – OCCI, Family Center, Newmark, Tioga

Cleaning & Disinfecting Staff

Genelle – Newmark, Family Center, Eden,
Fairview
Dave – Dellwood, Empire, Sumner
Jeremy – Stensland, Randolph, Lampa, Prosper
Josh – Tioga, Sitkum

Housing Disinfecting & Cleaning Tom & Ron

Building Access

We have worked on prioritizing access with a focus on keeping social distancing efforts in the forefront. Working with Administrative Services and Instruction, the buildings will be locked/unlocked as follows:

Family Center – Locked
Newmark – Unlocked
Randolph – Locked
Dellwood – Locked
Stensland – Locked
Sumner - Locked
Rec Center – Locked
Prosper – Locked

B2 – Locked
Fairview – Locked
Lampa – Locked Sumner – Locked
Sunset – Locked Eden – Locked Sitkum – Locked
Coaledo – Locked Science – Locked
Empire – Rear access by loading dock, unlocked. All other doors, locked.
Tioga – Mail Room, unlocked. 1st floor, north and south doors, unlocked. 3rd, 4th, &
5th floor elevator & stairwell doors unlocked.
OCCI – Locked

We know returning in this new environment presents new challenges. If you are having access issues, need a little more support, have questions about any of these items, please reach out to us. We are here to help make this as easy and as safe as we are able. You can call our office from 8-5, Monday through Friday, beginning the 6th. You can also email Sam (Samantha.Barry@socc.edu) or myself anytime. There's also the SchoolDude work order system. I have attached a handy guide if you are new to this system. If you have trouble with it, Sam can walk you through it.

17.11 LIABILITY RELEASE AND HOLD HARMLESS ADDENDUM (COMMUNICABLE DISEASES INCLUDING COVID-19)

Participant Name: _____

Phone Number: _____ Email: _____

Address: _____

Description of Activity (Activity): _____

Communicable Diseases Including COVID-19: The novel coronavirus ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. While rules, guidance, and personal discipline may reduce this risk, the risk of serious illness and death does exist. **Southwestern Oregon Community College (SWOCC) cannot completely mitigate the transfer of communicable diseases like COVID-19. Participant understands there is some risk associated with using SWOCC facilities and assumes said risk. Use of SWOCC facilities includes possible exposure to and illness, injury, or death from infectious diseases including but not limited to COVID-19.** Participant understands the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. Participant acknowledges that they understand the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments.

Hold Harmless: In consideration for use of SWOCC property, **Participant agrees to waive and discharge any and all claims against the SWOCC and release it from liability for any loss regardless of cause**, including claims for any negligent actions of SWOCC or its employees or agents and any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of Participant's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19, to the fullest extent allowed by law, for Participant. Participant also agree to release, exonerate, discharge and **Hold Harmless** SWOCC, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, arising out of injuries of any kind to Participant, or to their property, or losses of any kind which may result from or in connection with the use of SWOCC's facility, up to and including injuries stemming from the negligent actions of SWOCC or its employees or agents. **Participant certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of themselves.**

Insurance: Participant understands that SWOCC does not carry insurance for communicable diseases including COVID-19 and Participant is financially responsible for any injuries arising from Participant's activities and use of SWOCC facilities that are sustained by any communicable disease, including but not limited to, COVID-19.

Participant certifies to have read this document and fully understand its contents.

Signature of Participant or Participant's Authorized Representative: _____

Printed Name of Authorized Representative: _____

Date: _____

17.12 BUILDING/ROOM CAPACITIES FOR OPEN AREAS ON CAMPUS

Performing Arts Center	Max capacity for audience is 55.
Oregon Coast Culinary Institute	Main kitchen (121): 1,604 useable sq. ft. – 45 person limit Baking kitchen (128): 1,340 useable sq. ft. – 38 person limit Back Kitchen (136): 1,358 useable sq. ft. – 38 person limit Classroom (131): 527 useable sq. ft. – 15 person limit Classroom (133): 534 useable sq. ft. – 15 person limit Classroom (135): 527 useable sq. ft. – 15 person limit Total for all 3 classrooms – 45 person limit Demo kitchen – 25 person limit
Dining Services	42 person limit (not including Dining Services staff)
Coaled 3	15 people total will be allowed in Coaledo 3 at any one time. If a monitor, lab assistant, or staff person must also be present, then the number of students will be reduced for that class session to maintain no more than 15 people in the room at one time.
Tioga 301 Tioga 303 Tioga 305	No more than 10 students and 1 instructor for a total of 11 people at a time. If a monitor, lab assistant, or staff person must also be present, then the number of students will be reduced for that class session to maintain no more than 11 people in the room at one time.
Eden Hall 1 Lecture	No more than 18 students allowed with 1 instructor for a total of 19 people at a time.