

COVID-19 Exposure Control, Mitigation,
and Recovery Plan (CECMR) Fall Quarter



Purpose

The **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR)** serves as the written guideline for how Tacoma Community College will safely recover essential instructional programming and support functions in accordance with the WA State's Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements.

The **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR)** shall ensure:

- Critical resources are directed toward the safe recovery of all college functions
- Recovery processes are developed and implemented with health and safety as top priority
- Control measures are put in place for safeguarding of the health and wellbeing of faculty, staff, and students at all college locations prior to reopening operations.

Scope

The CECMR identifies and documents the critical resources, processes and control measures that the college will undertake in the recovery process. The plan will be rolled out in instructional programming phases and will address COVID-19 safety trainings; on-site physical distancing; symptom monitoring and reporting; exposure response procedures; hand hygiene; PPE utilization; sanitation and site decontamination procedures; and a facility post-exposure incident recovery plan. The plan is meant to be a living breathing document that will be implemented in phases. As new phases are added, the plan will be updated and essential work and instructional programs locations will be added in appendices.


Notification

During all activities, The CECMR will be posted on the college's website and at each essential workspace and instructional program location and be made readily available at these locations to all employees and students, and for inspection by state and local authorities.

Applicability and Activation

With signature from the college President, or designee, the CECMR confirms Tacoma Community College's commitment to the safety of all members of our community and requires that all faculty, staff and students adhere to all guidelines set forth in this plan. The CECMR is activated upon the date and time that the college President signs the plan into action and will remain active until officially deactivated. Under advisement of the Governor, the college President or designee will deactivate the plan and return to the normal college schedule.

Upon this signature, I, Dr. Ivan Harrell II, certify that this **COVID-19 Exposure Control, Mitigation, and Recovery Plan (CECMR)** for Fall Quarter is fully activated and will be adhered to by all employees and students of Tacoma Community College.



Ivan L. Harrell II, Ph.D.
President of Tacoma Community College



Date



COVID-19 Exposure Control, Mitigation, and Recovery Plan
(CECMR), September 2020

Table of Contents

Applicability and Activation	1
COVID-19 Supervisor (1).....	6
COVID-19 Safety Training (2-3).....	6
Spot Checks.....	6
On-site Physical Distancing (4-8)	7
Personal Protective Equipment (PPE) (9-10).....	8
Hand Hygiene Preventative Measures (11-13)	8
Health Symptom Monitoring (19-26) (ADSV-625).....	8
COVID-19 Reporting and Communication Protocol	8
<i>Online Safety Training.....</i>	<i>9</i>
<i>Online Health Screening.....</i>	<i>9</i>
<i>Faculty and Staff – Approval Process for Work on Campus/One Day Visit</i>	<i>9</i>
Faculty and Staff – Daily Check-in Procedures	10
Student – Daily Class/Lab Check-in Procedures	11
Location Log of all Campus Attendees (27).....	12
Visitors/Vendors/Contractor.....	13
Sanitation and Site Decontamination Procedures (15-17)	14
Facility Post-Exposure Incident Recovery	15
Appendix A: COVID-19 Supervisor & Program/Department Specific Designee Instructions.....	17
Appendix B: Spot Checks	20
Appendix C: Visitor Log	21
Appendix D: Custodial Cleaning Standards and Training	22
Appendix E: Facilities Post-Exposure Recovery Plan	23
Appendix F: Health Symptom Monitoring	24
Appendix G: Reporting and Communication Protocol	25
Appendix H: Face Coverings	29

Appendix I: Library Pickup/Return Plan – Building 7	32
Appendix J: Information Commons - Building 16.....	34
Appendix K: Workforce and BEdA – Building 19	36
Appendix L: MARC Rental Calculator Return Plan	38
Appendix M: Financial Aid and Veterans Service Office –Building 14	40
Appendix N: Enrollment Services – Building 7	42
Appendix O: Testing Center – Building 6	45
Appendix P: Athletics Facilities Use	47
Appendix Q: Access Services – Building 7	60
Appendix R: Allied Health Lab/Simulation Rooms Preventative Measures.....	62
Appendix S: Nursing/Respiratory Care Plan– Building 13	63
Appendix T: EMS –Building 13.....	70
Appendix U: DMS – Building 13.....	73
Appendix V: RS – Building 13.....	77
Appendix W: Science (Chemistry and Microbiology)—Building 15	81
Appendix X: Art – Building 5.....	85
Appendix Y: Music—Building 2.....	89
Appendix Z: References/Additional Information	95
Appendix AA: Copier Cleaning Guidelines	97



COVID-19 Exposure Control, Mitigation, and Recovery Plan
(CECMR), September 2020

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COVID-19 Supervisor (1)

The COVID-19 Supervisor, or designee will be present at every location to monitor the health of faculty, staff, and students and enforce the COVID-19 location specific safety plan at all times during work and instructional activities. The Supervisor and designees will work collaboratively to ensure that the plan expands when new programs and departments are added and remains current with any changes to COVID-19 guidelines.

COVID-19 Supervisor – Campus Public Safety

Program/Department Specific Designees will be designated for each authorized on-campus program/department as more programs and departments become added. More than one designee may be assigned to each authorized on-campus program/department to ensure proper coverage and for scheduling flexibility.

Listing of all Program/Department Designees can be found in (Appendix A).

Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized on-campus program, and all employees upon arrival through the online check-in tool, perform temperature scan, complete health screen, and verify online safety training was completed.
- Check in all visitors upon arrival, perform temperature scan and conduct a verbal health screen, record the visit on the visitor's log, and maintain log records.
- Monitor the continual health of students and employees within program/department area during all operating hours.
- Perform spot checks to ensure that all COVID-19 safety measures are adhered to, including on-site physical distancing, hygiene, and sanitation.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

COVID-19 Safety Training (2-3)

A Safety training will be administered online through Canvas which covers the CECMR, the preventative measures in place, and rights and responsibilities of the employee or student. This training must be completed by all faculty, staff, and students enrolled in an authorized on-campus program prior to participation in any on-campus activity. The COVID-19 Supervisor and program/department specific designees will be responsible for verifying that online safety training was completed on the first day of returning to work/class, and that the employee has completed a weekly refresher thereafter.

Spot Checks

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, facial coverings, hygiene and sanitation practices. Spot checks will be logged by the designee on the spot check log and all

deficiencies will be immediately reported to the COVID-19 Supervisor for immediate corrective action. The Spot check log can be found in (Appendix B).

On-site Physical Distancing (4-8)

Physical distancing of at least 6-feet of separation must be maintained by every person at the location at all possible times. In instances where the 6-foot separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all faculty, staff, and students performing those activities prior to commencing and the appropriate PPE and other appropriate engineering controls will be determined and implemented prior to activity commencement.

Choke Points and High-Risk

Areas have been identified at all locations where employees and students typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
Floors have been marked with tape in these areas to ensure safe passage and physical distancing can be adhered to.

Restrooms

- Employees and students will go to the restroom one at a time and perform hand hygiene before exiting.
- Upon returning, employees and students will enter through the designated area and put on required PPE.
- Restrooms will be sanitized before and after each individual instructional cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks and lunches will be taken in separate locations or in shifts.
- Students in instructional programs will be scheduled in 2-4-hour blocks with no lunch area provided.
 - Student breaks can be taken in individual student designated areas or students can go through exit/entrance procedure of removing and putting on of disposable PPE to go outside for breaks, where physical distancing must be observed.

Student Lockers

- Lockers will not be available for use.
- Students will be encouraged not to bring items with them that cannot be kept on their person.

Elevators

- Use of stairwells will be encouraged. Elevators may be used as an alternative to stairs as needed. Elevators will be used by only one person at a time.
- Elevators will be sanitized between instructional cohorts and/or employee shifts.

Personal Protective Equipment (PPE) (9-10)

Personal protective equipment (PPE) such as gloves, goggles, and face coverings as appropriate will be required for the activity being performed. Employee and Student training on the proper use of PPE will be provided as part of the specific COVID-19 program training. **See Face Covering guidelines in Appendix H.**

Hand Hygiene Preventative Measures (11-13)

Ample soap and running water will be provided at all locations for frequent handwashing.

- Employees and students will be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Hand Sanitizer, disinfectants, and cleaning supplies will be readily available throughout the location and will be frequently replenished.

Hand Hygiene Preventative Measure signs will be posted in appropriate areas visible to all employees and students with required hygienic practices

Health Symptom Monitoring (19-26) (ADSV-625)

All faculty, staff, and students will be informed to stay home or leave the location immediately when feeling sick or when they have been in close contact with a confirmed positive case.

Eligibility to be On-campus

- Any faculty, staff, or student who is asymptomatic (shows no signs of the flu, cough, GI symptoms or other Covid-19 related symptoms).
- Has not tested positive for influenza or COVID-19, and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has tested positive for influenza or COVID-19)

All faculty and staff who do not believe it is safe to work shall be allowed to remove themselves from the location. The college will ensure that the expanded family and medical leave requirements included in the Families First Coronavirus Response Act are followed and allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.

COVID-19 Reporting and Communication Protocol

If a faculty, staff, or student develops symptoms of acute respiratory illness, are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

If symptoms develop while they are not working, the faculty, staff, or student are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

In the event that a faculty, staff, or student has been confirmed positive with COVID-19, or who has been diagnosed as a possibly COVID-19 infection but not yet confirmed, or has reported primary or secondary contact with an infected person, or who lives with someone who has had primary contact exposure to COVID-19, are encouraged to seek medical attention and required to inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

If symptom onset occurs while on-campus, the college will take the following immediate actions:

1. Ensure that the sick person is not in immediate distress, is comfortable and wearing a proper face mask (mask may need to be exchanged for one more suitable for sick patient).
2. Arrange for the sick person to be immediately sent home or isolated until alternative transportation can be obtained. The college has designated Room 10-14 as an isolation room.
3. Notify COVID-19 Supervisor and follow the Reporting and Communication Protocol in APPENDIX G.

Prior to Day of Daily Arrival for Work/Class/Lab

Online Safety Training

All Faculty, staff, and students must complete the online Safety Training in Canvas prior to their first day of arrival on campus and a weekly refresher thereafter.

Online Health Screening

All faculty, staff, and students must take an online health screening the day prior to arrival. An Online Health Screening email will be sent to students, faculty and staff for self-screening. (Appendix F)

- If “YES” was answered to any question,
 - The student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

Faculty and Staff – Approval Process for Work on Campus/One Day Visit

- **Protocols to work on-campus for one-day visits**
 - Vice President approval is required for all employees to work on campus for one-day visits. Staff who have been approved to enter campus must go through the health screening requirements.
- **Limited Staff and faculty are allowed to work on campus on an ongoing basis**

According to the Higher Education Re-Opening plan, institutions are allowed to have a limited number of employees to work on campus.

In this document, in the Appendix section, is a list of approved instructional programs and departments, including approved times and days of the week. Each section also highlights the departments' and instructional programs' safety protocols.

- **For approved on-campus instructional programs:** Please refer to the individual appendices by program for allowable times and days to be on campus. Feasible instructional preparation time has been built in with up to two hours before and after class times. The approved prep times listed on each appendix do not require further approval or reservation. Any additional time on campus outside these hours will require reservation and approval.
- **For approved on-campus departments:** Please refer to the individual appendices by department for allowable times and days to be on campus. For example, Appendix F outlines Enrollment Services and its plan, which includes the hours, days, and employees who are allowed in Building 7 during those specific times.
- **For all remote instructional faculty/staff preparation:** Campus visits will be permitted during non-peak hours with limited availability per building. The reserving process for these visits will be scheduled through 25live.

Faculty and Staff – Daily Check-in Procedures

Upon arrival to campus, Faculty and staff will check in at their designated check-in area with the COVID-19 Program /Department Specific designee. If they do not have one listed, they will check-in at the designated check-in area at Public Safety. Location of Program/Department designees is listed in (Appendix A).

At the check-in area, faculty and staff will complete a second Health Screening to re-acknowledge health questions and verify that they completed the Safety Training, followed by a temperature scan which will be documented on their online health screen. Wrist bands will be issued for each day of check-in.

- Any employee with a temperature of 100.4°F or higher is considered to have a fever and will be sent home.
 - The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty or staff student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

Facial coverings must be worn by every employee, student, and visitor when not working alone (with no chance of human interaction) at all times. **Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.**

- Disposable masks will be provided upon entering the check-in area for anyone without a personal face covering. Employees are required to wear facial coverings and will be encouraged to bring their own personal face covering to campus.³

Student – Daily Class/Lab Check-in Procedures

Upon arrival to campus, students will check-in daily for class or lab at the designated program specific check-in location. All programs will have designated pre-entry, entry, lab/class, debriefing, and exit areas. (See appendices by program).

Student Pre-entry

Check-in, health screenings, and issuing of wrist bands will be done at the designated check-in locations to prevent a possible spread of COVID-19 within program specific building that would activate an increased COVID-19 response and could potentially shut down the building for several days. If Check-in location is compromised another location will be identified and check-in will be relocated. In the interim, the closest neighboring check-in will absorb the responsibilities of the compromised check-in location.

Faculty/staff will use appropriate PPE (face covering and gloves).

- Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face covering to campus.³

Students should take their temperature at home (if possible) prior to arriving at school or have their temperature taken when they arrive.

Students will complete a second Health Screening to re-acknowledge health questions and verify that they completed the Safety Training, followed by a temperature scan (if not completed at home) and documented on their online health screen.

- If there are changes to the health screening answers,
 - The student would be rescheduled for lab and encouraged to seek medical attention and inform their supervisor, program faculty, or make a report on the COVID-19 reporting form and follow the Reporting and Communication Protocol in APPENDIX G.
 - The student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
 - If after reviewing, the answer was no, then the student would attend lab as planned.
- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their lab will be rescheduled.
 - The student will be encouraged to seek medical attention and inform their supervisor, program faculty, or make a report on the COVID-19 reporting form and follow the Reporting and Communication Protocol in APPENDIX G.
 - The student could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.

Prior to entering their authorized classroom/lab room, students will be instructed not to gather in social areas of buildings and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into class/lab. This will be strictly enforced

Student Entry in Class/lab Building

Upon entry, students will be directed to the designated handwashing & additional PPE Station.

Note: Face Coverings are required prior to this point.

- Hygiene/Hand washing station will be located within the labs
- Every Student will be required to use the hand-wash station for a minimum of 20 seconds using DOH/CDC guidelines⁵ and be checked-off by faculty/staff
- PPE Station – Additional PPEs will be handed out to students and made available in each room, according to the defined program requirements in DOH/OSHA guidelines for medium exposure risk⁶
 - Face Coverings: Required
 - Eye Protection and Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/staff

Student Exit from Class/lab

Upon completion of class/lab, students will be dismissed one at a time.

- Students will log out before exiting using the online Health Screening form.
- An area will be designated for students to remove disposable PPE and wash hands for minimum 20 seconds if required.
- This area will clearly be marked with signage and open garbage containers will be provided for disposable PPEs.
- Face coverings will be required to be kept on until exiting the building.

Rescheduled Lab Days

- During the last two weeks of the quarter, a specific day of lab will be reserved for any needed rescheduled lab days. These days will provide students the ability to do 2-4-hour of labs if needed. These rescheduled lab days will provide the opportunity for a student to complete lab if they are self-quarantined for 21 days.
- Home-kits for competencies, which incorporate Zoom will be explored as an option if needed.
- Incompletes will be an option.

Location Log of all Campus Attendees (27)

The online Health Screening form will create a daily attendance log of all approved employees and students enrolled in an authorized instructional program. This daily log will be securely retained for a minimum of four weeks in accordance with all FERPA requirements.

- The log will include the name, phone number, and email address of all attendees for potential COVID-19 tracking purposes.

Visitors/Vendors/Contractor

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes. All visitors/vendors/contractors on campus must wear face coverings when not working alone (with no chance of human interaction) at all times.

A Visitor Log will be kept for a minimum of six (6) months and will include the name, phone number, and email address for potential COVID-19 tracking purposes. (Appendix C).

Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned. Wrist bands will be issued for each day of check-in.

- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their lab will be rescheduled.
 - The visitor will be encouraged to seek medical attention and inform their supervisor program faculty, or college contact and follow the Reporting and Communication Protocol in APPENDIX G.
 - The visitor could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules **must be worn by every visitor not working alone (with no chance of human interaction) at all times. Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.**
- Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. **Visitors, vendors, and contractors must wear a personal face covering to be present on campus.**³ **Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.** Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location needed to perform their work.

Excluding Technology pickups, students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines. *Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs.*

IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in process with a Covid-19 designee.

Sanitation and Site Decontamination Procedures (15-17)

All high-touch surfaces at all locations, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms will be frequently cleaned and disinfected.

- Custodians and faculty disinfecting areas will be provided with the appropriate personal protective equipment (PPE) for these work tasks and trained as part of their specific COVID-19 training program.

Daily Sanitation

Prior to the start of class/lab and in between every student group/class, faculty and staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach only used if other options are not available)⁹ to wipe down.

- Custodial Staff will disinfect all facility spaces, fixtures, furniture and non-specialized equipment to the sanitation and disinfection levels identified in the Custodial Cleaning Standards and Training Guide (Appendix H).
 - Entry, Exit and Common Areas
 - Tables & Chairs
 - Lab Doors & Door Handles
 - Countertops & Sinks
 - Restrooms
 - Stairways
 - Elevators
- Instructional Program Spaces
(Program Faculty will disinfect all specialized instructional equipment. Custodial staff will provide support in the sanitation of specialized instructional equipment at the request of the program)
 - Temperature scanner
 - Individual designated student areas including bed, over bed tables, chair, headwall
 - Mannequin or trainer
 - Equipment designated for use (e.g. ventilator, test lungs)
 - Table and chair touch areas
- Supplies
Will be placed in each area after cleaning, with gloves being worn during handling. Any supplies that are reusable will be cleaned; reusable supplies that cannot be cleaned will now be one use only (i.e. split gauze pads)

If any areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.

If an employee or student reports feeling sick and goes home, the area where that person worked will be closed and disinfected as soon as possible. This level of sanitation does not

apply if a Covid-19 case is confirmed in the area. If this was to occur the Facility Post-Exposure Incident Recovery Section of this plan would be enacted.

Facility Post-Exposure Incident Recovery

In the event of a confirmed +COVID-19 primary contact exposure has occurred on-campus in a current operating program or service location that has not been sanitized since known exposure or within the last 24 hours, the college will take the actions to decontaminate the building as identified in Appendix E.

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Appendix A: COVID-19 Supervisor & Program/Department Specific Designee Instructions

The COVID-19 Supervisor, or designee will be present at every location to monitor the health of faculty, staff, and students and enforce the COVID-19 location specific safety plan at all times during work and instructional activities. The Supervisor and designees will work collaboratively to ensure that the plan expands when new programs and departments are added and remains current with any changes to COVID-19 guidelines.

COVID-19 Supervisor – Campus Public Safety

Program/Department Specific Designees will be designated for each authorized on-campus program/department as more programs and departments are added. More than one designee may be assigned to each authorized on-campus program/department to ensure proper coverage and for scheduling flexibility.

Program/Department Specific Designees:

Building 1 Facilities – Pat Mathews

Building 1 Custodial – Colin Turner

Building 2 Music- Anne Lyman, John Falskow, Eric Stevens

Building 3 Early Learning Center (ELC) – Renee Hernandez-Greenfield, Tanya Losey, Angela Wheeler

Building 5 Art- Marit Berg, Kyle Dillehay, Rick Mahaffey

Building 6 Testing Center- Beth Davis

Building 7 Enrollment Services- Amber Brock, Colleen Spezia, Art Goodson, Keith Moore, Mary Knutson

Building 7 Library - Candice Watkins

Building 7 Access Services- Monica Olsson

Building 11 Bookstore – Sarah Lewandowski-Noble

Building 13 Nursing – Julie Benson

Building 13 Respiratory Care – Greg Carter

Building 13 EMS/EMT –Melissa Stoddard, Joshua Wright

Building 13 DMS – Shea Bower

Building 14 Financial Aid/Veterans Services – Kim Matison

Building 14 Public Safety – John Housden, Misty Hadfield

Building 16 Info Commons- Dale Coleman, Aaron Tran, Aaron Foelsh

Building 18 IT – Ben Bogaev

Building 19 NAC – Mary Stobie

Building 19 Workforce/BEA- Rebecca Jayasundara, Kelli Johnston

Building 20 Athletics- Jason Prenovost

Women's Soccer – Jill Green

Men's Soccer - Jason Gjertsen

Women's Basketball – Jenn Keyes, Lakeeshia Thomas, Princess Magadia

Men's Basketball - Rachi Wortham, Turner Cagle, Jason McLaughlin

Volleyball - Katlyn Mataya

Baseball – Ryan Mummert, Zach Miller

Covid-19 Designee Responsibilities

- Be present during all program/department operating hours.
- Check in students enrolled in an authorized on-campus program, and all employees upon arrival through the online check-in tool, perform temperature scan, complete health screen, verify online safety training was completed, and issue wristbands.
- Check in all visitors/vendors upon arrival, perform temperature scan and conduct a verbal health screen, record the visit on the visitor's log, and maintain log records.

- Monitor the continual health of students and employees within program/department area during all operating hours.
- Perform spot checks to ensure that all COVID-19 safety measures are adhered to, including on-site physical distancing, hygiene, and sanitation.
- Direct concerns, needs, or questions to the COVID-19 Supervisor for resolution.

Spot Checks

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, facial coverings, and hygiene and sanitation practices. Spot checks will be logged by the designee on the spot check log and all deficiencies will be immediately reported to the COVID-19 Supervisor for immediate corrective action. The Spot check log can be found in (Appendix F).

COVID-19 Safety Training (2-3)

A Safety training will be administered online through Canvas which covers the CECMR, the preventative measures in place, and rights and responsibilities of the employee/student. This training must be completed by all faculty, staff, and students enrolled in an authorized on-campus program prior to participation in any on-campus activity. The COVID-19 Supervisor and program/department specific designees will be responsible for verifying that online safety training was completed on the first day of returning to work/class, and that the employee has completed a weekly refresher thereafter.

Location Log of all Campus Attendees (27)

The online Health Screening form will create a daily attendance log of all approved employees and students enrolled in an authorized instructional program. This daily log will be securely retained for a minimum of four weeks in accordance with all FERPA requirements.

- The log will include the name, phone number, and email address of all attendees for potential COVID-19 tracking purposes.

Visitors/Vendors/Contractor

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes. **All visitors/vendors/contractors on campus must wear face coverings when not working alone (with no chance of human interaction) at all times.**

A Visitor Log will be kept for a minimum of six (6) months and will include the name, phone number, and email address for potential COVID-19 tracking purposes. (Appendix C).

Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned. Wrist bands will be issued for each day of check-in.

- A Temperature scan 100.4 F or higher would indicate a fever (by the CDC)⁴ and their lab will be rescheduled.
 - The visitor will be encouraged to seek medical attention and inform their supervisor, program faculty, or college contact and follow the Reporting and Communication Protocol in APPENDIX G.
 - The visitor could return following guidelines outlined in Reporting and Communication Protocol in APPENDIX G.
- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules **must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.**
- Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. **Visitors, vendors, and contractors must wear a personal face covering to be present on campus.** Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.

Students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines. *Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs, etc.*

IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in process with a Covid-19 designee.

Appendix B: Spot Checks

Spot checks will be performed by the COVID-19 Supervisor and designees at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth in this plan are being met. This includes on-site physical distancing, facial coverings, hygiene and sanitation practices. Spot checks will be logged by the designee on the spot check log and all deficiencies will be immediately reported to the COLVID-19 Supervisor for immediate corrective action.

Spot Check Log

Spot Check Form						
Spot checks will be completed at time of check-in, during program/department operating hours, and at time of exit to ensure that all preventative measures set forth are being met. Checks should include on-site physical distancing, hygiene and sanitation practices.						
Date	Time	Building	Designee Name	Policy Compliance Maintained? Yes/No	If "No", provide details, to include participants' name(s)	If "No", was it reported to the COVID-19 Supervisor?

Appendix C: Visitor Log

Visitors, Vendors, Contractors, and Deliveries that have legitimate business dealing with the college will be permitted on campus for recurring visits or with pre-approval for one-time visits that exceed 30 minutes. All visitors/vendors/contractors on campus must wear face coverings when not working alone (with no chance of human interaction) at all times, regardless of duration of visit.

A Visitor Log will be kept for a minimum of six (6) months and will include the name, phone number, and email address for potential COVID-19 tracking purposes. (Appendix C).

Upon arrival, all visitors, vendors, and contractors must go through the check-in process with a designated COVID-19 designee, complete the health screen questionnaire, and have their temperature scanned. Wrist bands will be issued for each day of check-in.

- Disposable masks and gloves will be provided upon entering the health check area for anyone without these items. **Visitors, vendors, and contractors must wear a personal face covering when not working alone (with no chance of human interaction) to be present on campus.** ³ **Refusal to wear a required face covering by any person will result in their immediate expulsion from campus.**
- Upon passing the health screening process, they will be logged on the Visitor log and allowed access to the location need to perform their work.

Students and visitors dropping off or picking items up from the campus in under 30 minutes or walking through campus are not required to check-in with a COVID-19 designee but must wear facial coverings and follow all onsite physical distancing guidelines. *Examples include graduation and textbook pickups, CAREs checks, library and calculator drop-offs, etc.*

IT technology pickups or exchanges are the exception to the 30-minute exclusion due to the nature of exchange and the increased risk of exposure touchpoints, all faculty, staff and students picking up or exchanging technology equipment are required to follow the regular health screening process and check-in with a Covid-19 designee.

Visitor Log

Contractor/Vendor/Visitor Health Screening Log

Date	Time In	Visitor's Name	Phone #	Email	Company	Buildings/Location Visited	Passed Health Screening?	Temperature below 100.4?	Time Out

Appendix D: Custodial Cleaning Standards and Training

Building:	Date:	Good	NI	Notes
Entrance				
Glass doors clean				
Exterior cobwebs				
Walk-off mat vacuumed				
Purell dispenser tray clean, unit working				
All touch-points disinfected				
Common Area				
Trash and recycle emptied				
Carpets vacuumed nightly				
Elevator interior/exterior free of smudges				
No spots/gum on floor				
Coffee run-downs on walls				
Tops of garbage-cans soiled				
Upholstery clean				
Stairwells clean, no gum/graffiti				
Drinking-fountains clean and free of scaling				
Table tops are clean				
All touch-points disinfected				
Restrooms				
Trash emptied				
Commodes clean				
Urinal partitions free of streaks				
Urinals clean: under, sides, inside, top				
Floor mopped with Alpha HP				
Mirror free of smudges/prints				
Stocked				
Female hygiene boxes free of debris				
Walls are clean, including wall under fixtures				
All touch-points disinfected				
Classrooms/Offices				
Trash emptied				
Floor free of visible debris				
White-boards and trays clean				
No gum/spots on floor				
Walls free of scuff-marks/ink				
Desks are free of smudges/wet rag streaking				
Windows smudged/finger-prints				
Window-blinds/ledges free of dust				
All touch-points disinfected				
Current Score		0% Repeat issues:		

Appendix E: Facilities Post-Exposure Recovery Plan

In the event of a confirmed +COVID-19 primary contact exposure has occurred on-campus in a current operating program or service location that had not been sanitized since known exposure or within the last 24 hours, the college will take the following actions to decontaminate the building.

This protocol will allow the facilities and custodial departments to recover the building in the least amount of time possible and would minimize the time that a facility would be out of use. The following protocol will be used to recover a building in the case of a +COVID – 19 exposure prior to regular sanitation:

1. Immediately evacuate building of all occupants; secure entry.
2. Notify Facilities immediately to begin the recovery process.
3. Isolate the area and lock down the affected space.
 - Close and secure all building entries.
 - Close all doors and windows. This should be a quick process as the majority of the windows on campus are not mechanically operable.
 - Close and secure related hallway and perimeter doors.
4. Shut down all related ventilation systems.
5. Follow waiting period guidelines promulgated by the Tacoma-Pierce County Health Department, State of Washington Department of Health, and the Federal Center for Disease Control before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
6. Clean and sterilize the space.
 - a. Clean dirty surfaces before disinfecting them.
 - b. Disinfect surfaces, using products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19 and are appropriate for the surface.
 - c. Time required to clean and sterilize the space will depend on the size of the space and the number of bathrooms in the space. A rough rule of thumb calculation for this will be 8 Hours per 10,000 square feet. For example: Building 12 @10,000 square feet = 2 hours of lock down time +8 hours cleaning and sterilizing for a total of 10 hours out of service time.

In the event that a confirmed +COVID-19 primary contact exposure notification occurs and the exposure time has been identified to have occurred within a location that has already been sanitized since the identified exposure, the building, program, or services will remain open and sanitization will remain on regular schedule.

Appendix F: Health Symptom Monitoring

Prior to Day of Daily Arrival

Online Safety Training

All Faculty, staff, and students must complete the online Safety Training in Canvas prior to their first day of arrival on campus and a weekly refresher thereafter.

Online Health Screening

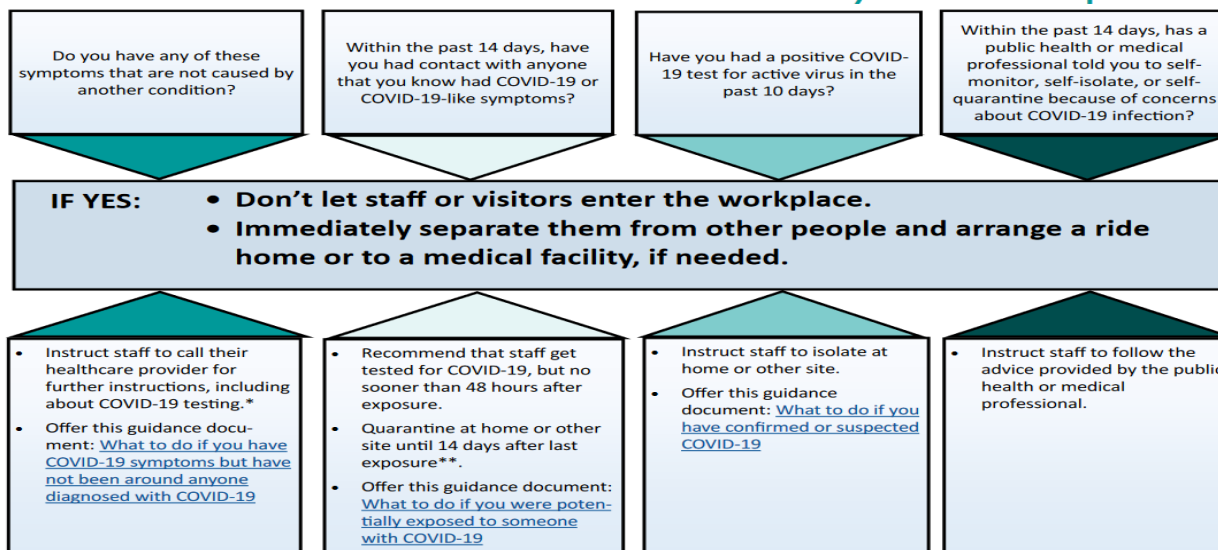
All faculty, staff, and students must complete the “Pre-Arrival” health screening the day prior to arrival.

Students, Faculty and Staff – Daily Check-in Procedures

Upon arrival to campus, Students, Faculty and staff will check in at their designated check-in area with the COVID-19 Program /Department Specific designee. At check-in, all Students, Faculty and Staff will complete the online “Check-in” health screening and be issued a wrist band to be worn for each day that they come to campus. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus.

- If “YES” was answered to any question, the faculty, staff or student will not be allowed to come to campus. Students, faculty, and staff would be rescheduled and could return following the Reporting and Communication Protocol in Appendix G. The program or department will follow the DOH recommendations for YES to questions as noted below:

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Students, Faculty and Staff – Daily Checkout Procedures

Before departing campus, students, Faculty, and Staff will complete the online “Check-out” health screening. This will ensure that Campus Public Safety will know that you have left the campus.

Appendix G: Reporting and Communication Protocol

There are protocols in place for students, staff and faculty to engage in limited on-campus activities as guided by WA Higher Ed Re-Opening Plan. These protocols primarily address safe work practices, such as sanitization, signage, health screening, PPE, recovery efforts and more. Based off these requirements, [TCC had created the COVID-19 Exposure Control, Mitigation, and Recovery Plan CECMR plan to operate safely during this pandemic.](#)

This is the Reporting and Communication Protocol for **communications** with a student, faculty, or staff member who:

- Entered the campus and has had contact with others; and
- have been diagnosed with Covid-19 or received a possible, not yet confirmed diagnoses within the 14-day period of contact on campus

This communication protocol outlines:

1. Guidelines about how to communicate to an individual if he/she/they have contracted Covid-19 and has had contact with others on campus within a 14-day period
2. Guidelines to those who have been in primary contact with an individual who has contracted Covid-19
3. Guidelines to those who have been in secondary contact with an individual who has contracted Covid-19
4. Guidelines to communicate to campus community (staff, faculty and students) re: a Covid-19 community transmission event
5. Guidelines with media relations

Privacy

- All outbound email communication should be sent individually. It should not be sent in a group or in a group with a blind copy.
 - Do not copy other faculty or administrators in email communication to protect the privacy of the student.
- All communication will be conducted within FERPA guidelines. [The U.S. Department of Education in March released coronavirus guidelines for FERPA](#), the Family Educational Rights and Privacy Act, saying that schools could share coronavirus data as long as it does not give out personal information of students. Do not provide information that would identify the individual, such as gender, including pronouns, and age.
- All communication will respect the individual privacy to the highest level possible. Since HIPAA does not apply to higher education institutions and applies to health care organizations only, the college will follow the FERPA guidelines that do apply to the college.

- 1. Communication Protocol: Employee/Student tests a confirmed* positive and has had contact with others on campus**

Student

If a student tests positive for Covid-19 and has been on campus within 14 days, the student should alert their instructor. The instructor will alert Wayne Mask by email to activate the Response Team to begin the contact tracing process and take the next steps.

Notification Flow:

Student -> Instructor -> Response Team (Patty McCray-Roberts, Wayne Mask, Tamyra Howser, Rachel Payne, Student Affairs) -> President and Leadership Team->Primary Care Contact (Student Affairs) ->Student

OR

Student-> Online Reporting Form->Response Team ->President and Leadership Team -> Primary Care Contact (Student Affairs)

Employee

If a staff member tests positive for Covid-19 and has been on campus within the 14 days of diagnosis, please alert your supervisor. The supervisor will alert Wayne Mask by email to activate the Response Team to begin the contact tracing process and take the next steps.

Notification Flow:

Employee -> Supervisor -> Response Team (Patty McCray-Roberts, Wayne Mask, Tamyra Howser, Rachel Payne) -> President and Leadership Team and Human Resources-> Primary Care Contact (Supervisor) ->Employee

Process for student, faculty or staff performed by Response team in collaboration with Primary Care Contact (information will flesh out communication)

- 1) **Request for medical confirmation***: This will help determine if TCC needs to conduct contact tracing and communication process. If confirmation is not immediately available, take precautions and begin contact tracing measures. Test results usually take 5-7 days, so precautionary measures will be taken and will follow notification/communication flow.
- 2) **Understand timeframe of exposure**: According to the CDC, once exposed, symptoms typically present within 2-14 days. It is important that we understand the date(s) the student or staff member was on campus when the exposure occurred.
- 3) **Direct self-quarantine**: Self-quarantine and/or monitoring of symptoms should take place for 14 days following exposure. Notification of exposure should take place immediately upon notification within this 14-day time period. For instance, if exposure happens on April 1, notification should occur between April 1 and April 15.
- 4) **Contact tracing begins**: Response Team, along with the supervisor/instructor shall request the student or employee to complete a contact tracing questionnaire that outlines possible close contacts at the worksite/instructional site for a minimum of 14 days, prior to the onset of symptoms.
 - a. Contact tracing documents shall be returned to the supervisor, instructor and/or Response Team. If contact tracing is unable to be completed by the staff/student due

to onset of symptoms or other reasons, the Primary Care Contact (supervisor/instructor) shall submit the entire employee attendance list for the worksite or the entire class attendees for the date of reported symptoms and the prior 14 days.

- 5) **HR will be notified** about all employee exposure incidents per the Response Team.
- 6) **Use communication template #1**

2. Communication Protocol: To those who have been in primary contact with an individual who has contracted Covid-19

Student

Communication Flow:

Response Team->Primary Care Contact (Student Affairs) ->Student(s)

Employee

Communication Flow:

Response Team->Primary Care Contact (Supervisor)->Employee(s)

Process for Response Team in collaboration with Primary Care Contact

- Define if the individual is a primary contact ([according to DOH: Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more](#)).
- If so, use communication template #2, and notify impacted student(s)/employee(s).
- Ask employee/student to report back to Primary Care Contact (supervisor/instructor) about quarantine or Covid-19 results.
- If the amount of cases due to exposure begins to multiply based on one incident, the college will contact the Tacoma-Pierce County Health Department for notification and possible further investigative tactics.

3. Communication Protocol: To those who have been in secondary contact with an individual who has contracted Covid-19

Student

Communication Flow:

Response Team->Primary Care Contact (Student Affairs)->Student(s)

Employee

Communication Flow:

Response Team->-Primary Care Contact (Supervisor)->Employee(s)

Process for Response Team in collaboration with Primary Care Contact

- Define if the individual is a secondary contact ([according to DOH: Close contact means that you have been within 6 feet of someone with COVID-19 for 15 minutes or more](#)).

- This is a precautionary measure. According to the TPCHD, those “who have been in close contact with someone who was in contact with a confirmed COVID-19 case” have not been exposed.
Use communication template #3, and notify impact student(s)/employee(s).
- Ask employee/student to report back to Primary Care Contact about quarantine or Covid-19 results, if applicable.

4. Communication Protocol: When to communicate to campus community (staff, faculty and students) re: a Covid-19 event

Communication Flow:

Response Team->President and Leadership Team->All Staff and Current Students

Process/Considerations:

- Response Team would recommend to College President if TCC faces an incident of multiple cases per one confirmed exposure or the significant potential of multi-confirmed cases. We must ensure the Covid-19 case is confirmed.
- Upon approval from the College President, Use Communication Template #4.

5. Communication Protocol: Media Relations

Process

- Any media request should be sent to the PIO or Assistant PIO
- President and Leadership Team to be notified
- If contacted by the media re: Covid-19 or other matters, please connect with the PIO or Assistant PIO. The PIOs will assist, including providing comment, coaching TCC sources, gathering information for the reporter and/or connecting the reporter with TCC sources. PIOs also will work with reporter in the case of a controversial or difficult story to ensure TCC is accurately and fairly portrayed.

Appendix H: Face Coverings

In order to help ensure the health and safety of the Tacoma Community College campus community and the public, face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety **must be worn by every employee, student, and visitor not working alone (with no chance of human interaction) at all times. Including:**

- Indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles

This mandate applies to all TCC staff members (part-time and full-time), faculty (full-time and adjunct), students (full-time, part-time, student employees, and prospective students), campus visitors, and all other community members and is in effect until otherwise communicated by the college President, or designee. If appropriate PPE cannot be provided by the school, the activity is not authorized to commence, recommence, or the site must be shut down.

Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.

Types of Allowable Face Coverings

For the purposes of the CECMR, **a face covering includes any cloth face covering, such as facemask, bandana or scarf.**

A face covering must:

- Completely cover the nose and mouth.
- Be secured onto the face with ties, ear loops, elastic bands, or other equally effective method
- Include at least one layer of cloth, although multiple layers are strongly recommended.
- Allow for breathing without restriction, and
- If not disposable, a proper mask should be capable of being laundered and machine dried without damage to its integrity.

Face Covering Exemptions

Face coverings are not required when:

- Working, spending time alone, or eating and drinking in personal workspace with the door closed
- Operating a single occupancy vehicle
- Teleworking (i.e., not reporting on site to a TCC location)
- Eating or drinking while maintaining a minimum of a six-foot physical distance.
- Infants and Toddlers under age two (2) should not wear cloth face coverings due to the risk of suffocation. Children ages two to four (2-4), with the assistance and close supervision of an adult, are strongly recommended to wear face coverings in settings where a distance of at least six feet cannot be maintained from non-household members. All children aged five (5) years and older should wear a face covering unless medically directed to do otherwise by a qualified health professional.

Job-specific PPE requirements

Face coverings do not replace required job-specific PPE, such as medical/procedure masks, face shields or respirators. Example of Job-specific PPE requirements may include but are not limited to: TCC Allied Health and Nursing programs, Custodial Services, the Early Learning Center.

Face Covering - Medical Health Risk and Disability Accommodation

Students with the following medical conditions or health risks may request a formal accommodation to this policy following the correct process.

- A qualified medical professional has advised that wearing a face covering may pose a severe health risk to the student when wearing the covering, or significantly impair their breathing.
- A student has a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering.
 - This includes but is not limited to persons with a medical condition for whom wearing a face covering could obstruct breathing, who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance, such as individuals with limited upper body and limb function.
- The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.

For students registered with the TCC Access Services disability office, determination of a medical or health risk accommodation will be made on a case-by-case basis in consultation with Access Services staff. Students requesting an accommodation to this policy are required to:

- Contact Access Services staff as soon as possible, and
- Engage in the interactive accommodation determination process through a scheduled appointment.
- If requested by Access Services staff, provide written documentation from a qualified medical provider, substantiating the request for formal disability accommodation.

An accommodation may NOT exempt a student from wearing a face covering where it is required on campus. Examples of accommodations may include, but are not limited to: allowing the student to take a course remotely, working with an advisor to identify an alternate course or activity, reviewing alternative face coverings and mask options that are more accessible to the student, allowing a Personal Attendant (PA) on campus to assist the student with their face covering/mask.

Non-disabled students or students not registered with Access Services who cannot comply with this policy, are strongly encouraged to reach out and consult with faculty and staff in advance of the course or event, and to choose courses and activities that allow remote participation whenever possible.



Faculty and Staff

For any employee or volunteer who requests exemption from wearing a face covering for medical reasons, a request for Reasonable Accommodation must be submitted to Human Resources with necessary medical certification first, and a prompt determination will be made by HR. **Authorized reasonable accommodation may NOT exempt an employee from the College's requirements for face covering.**

Appendix I: Library Pickup/Return Plan – Building 7

Library Fall Schedule

Date Range: Sept. 21-Dec. 11
Days of Week: Monday-Friday 9:00 AM-5:00 PM

Staffing

Staff will include the following:

- One staff at the front door. This person will monitor the number of students in the library, ensuring that there are only 4 at a time. Upon entry, they will also provide masks to students that do not have them. We will follow the guidelines that campus safety gives us to do this.
- One staff at library front desk. This person will check items in/out.
- One to two staff in the back performing normal library functions and serving as backup to the front desk staff.

Campus pre-arrival, check-in and checkout procedures

All Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Library Student Entry: Building 7 (front sliding doors)

- The student will enter the Library, building 7, via the front sliding doors.
- The front staff will monitor the number of students in the library, allowing a maximum of 4 students in the library at a time.
- The staff member will give each student entering the library a mask to wear if they don't have one. Hand sanitizer will be provided at the front, as well.
- The student will approach the front desk and wait on the designated "Wait Here" sticker to be served. These stickers will be placed 6 feet apart.
- The front desk will have plexiglass windows between staff and student.
- Each staff member will follow campus rules and wear required PPE.
- Students will only be allowed in the Front Desk and copy machine area. They will not be allowed in any other parts of the Library.
- Staff will sanitize the frequently used surfaces on a periodic basis according to instructions from facilities.

Library Use

- Only the front desk, Add Value station, and front copy machines will be available to students.
- The North and South Wings of the Library, i.e. study spaces, computers, research desk, and book stacks will be roped off. Students will not be allowed to use these areas.
- The furniture in the library entrance will be removed so that students cannot linger.
- The door to the Pleneurethics Room will be locked and off limits to students

Textbook Reserves - students may check out books on reserve.

- Books on reserve will check out for one week.
- When books are returned, they will be quarantined for one week.
- Students may, alternatively, ask staff to photocopy a few pages of a book. They will need to use the Add Value station to make sure they have sufficient funds and/or to load more money into their account. Staff will assist them in making the photocopies in order to minimize contagion.
- Books that have only been handled by staff and scanned will not be quarantined and can be checked out/scanned by another student afterwards.

Books in other collections - students may check out books from the main stacks or another collection, like the AESL collection.

- Library staff will retrieve the book(s) that they need and check them out to the student for the normal check out period (usually 3 weeks).
- Returned books will quarantine for a week.
- If the student needs books in a certain subject area, but is unsure exactly what they need, the staff member and student can chat with a reference librarian using the online chat. The Librarian will let the staff member know if there are any specific books for the student in our collection. The staff member can, then, retrieve those books and check them out to the student.

Laptops

- Laptops will check out for the term.
- All returned laptops will be sanitized according to the college's cleaning criteria.
- Calculators (1 week check out)
- USBs (1 week check out)

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.

Library Exit (front sliding doors, building 7)

- Students will exit the library via the front sliding doors.

Appendix J: Information Commons - Building 16

Information Commons (IC) Summer Schedule:

Date Range: Sept. 21-Dec. 11

Days of Week: Monday – Friday 8:00am – 7:30pm

Staffing:

- Check in table will be staffed by part time, non-work study staff, with the assistance of Patti Hermoso
- Full time and work study students provide phone support and assist students as needed.
- Full-time staff to be in Info Commons from 8am-8pm with staggered shifts
 - Aaron Tran: 8am - 6pm
 - Aaron Foelsch: 10am - 8pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

IC Student Pre-Entry Check-In Building 16

- Students call or email appointment requests in 1-hour blocks to be entered into a staff-shared file.
- Students arrive ten minutes before scheduled appointment
- Students enter Building 16 via doors closest to Parking Lot A (exit via opposite side doors).
- Students check in with staff member at screening table set up at entrance. This includes the following:
 - Health assessment confirmation
 - Health screening
 - Thermo-Scan temperature
 - Provision of Face Covering
 - Directions to IC
- Once the student has met the requirements for screening and submitted for check-in, the student will receive a confirmation email, which will include a link for check-out.
- Access to the second and third floors of Building 16 will be restricted to students.

IC Room Use (Lab and Soft Seating)

- Proper face coverings will be worn during all interactions
- Hand sanitizer will be provided in IC foyer
- Available seating and open workstations will be limited and spaced apart to maintain proper physical distancing.
- All students and faculty will maintain 6 feet distance from each other when possible.
- In support scenarios that necessitate more proximal distances, all safety precautions will be recognized.
- Maximum 5 occupants (students and staff) in IC Lab

- Maximum 5 occupants (students and staff) in IC soft seating and laptop space
- Both the lab and soft seating are student training and support spaces. These spaces are currently **not available** for faculty office hours or tutoring support.

Appointments & Cleaning

- Workstations will be sanitized by custodial staff between uses
- Appointment schedule includes regular intervals for deep cleaning throughout the day. Custodial staff will clean and sanitize the touch points and other areas that require sanitation. No students will be in the IC during these times.
- **Cleaning Schedule:**
 - 12pm - 12:30pm
 - 2:30pm - 3pm
 - 5pm - 5:30pm
 - 7:30pm – 8pm

Restrooms

- Only one rest room will be available for students, in 16-1 outside of IC
- The student will wash their hands using soap and water for a minimum of 20 seconds before returning to the IC.

IC Exit (North Side Entrance)

- Students will dispose of non-reusable PPE in appropriate waste receptacles
- Students will complete online checkout process and exit Building 16 via the north side entrance (opposite the check in entrance)



Appendix K: Workforce and BEdA – Building 19

Fall Schedule

Date Range: September 3 – December 12
Days of Week: Tuesday, Thursday 10:00 AM-4:00 PM
Wednesday 10 AM – 7 PM

- This schedule will start with only one day a week – Wednesdays and only expand to T/Th if there is demand at peak times of the quarter.
- This will be limited to appointment only, not broadly advertised – no drop-in.

Staffing

There will be 1-3 staff members in building as needed for appointments. They will be in separate spaces.

Staff will include the following:

- One Workforce Navigator or BEdA staff at front door. This person will monitor student entry and exit, provide face coverings and follow the guidelines outlined in recovery plan.
- One Workforce or BEdA Navigator will be in classroom for meeting/appointment.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Workforce/BEdA student entry: Building 19 (East entrance outside M Lot)

- The student will enter building 19, via the EAST entrance.
- Check in table with face covering and spot Check in sheet and copy of Health Screening form in various languages will be in vestibule
- The staff member will check in individuals with appointments (no more than 4 at a time) confirm wearing a face covering and if not will give them a mask to wear. Hand sanitizer will be provided at the front, as well.
- The student will approach the front desk and wait on the designated “Wait Here” sticker to be served. These stickers will be placed 6 feet apart.
- Student will be escorted to room 26 or 28 for apt.
- Each staff member will follow campus rules and wear required face covering.
- Students will only be allowed in rooms 26 and 28, access to the rest of building 19 except bathroom will be blocked.
- Students having appointments with both BEdA and Workforce Navigators will be coordinated utilizing classroom exterior doors to minimize bottlenecks.
- Staff will sanitize computer surfaces between appointments according to instructions from facilities.
- Facilities has a scheduled cleaning rotation for high touch points in building 19.

Restrooms (19-South)

- Access to restrooms in 19-south will be available, with hall beyond blocked.
- Only one person at a time will be allowed to use the restroom. Signs will be placed on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.

Workforce BEdA Exit (19-East)

- Appointments will be staggered so exiting/entering students do not bottleneck at 19-East

Appendix L: MARC Rental Calculator Return Plan

MARC Rental Return Schedule

Date Range: September 21-December 12
Days of Week: Tuesdays and Thursday 9:30am-2:45pm

Staffing

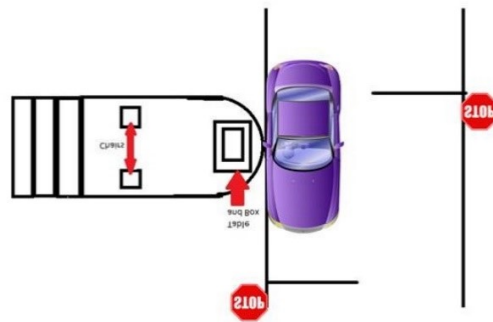
2 MARC staff members.

Campus pre-arrival, check-in and checkout procedures

All Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Calculator Return Procedures

- Email and/or call all students with calculators currently out to let them know that we will be collecting them. We will provide instructions and/or give the option of keeping the calculator to use for fall quarters.
- The MARC will remind Security that we will need 2 sandwich boards signs with messages on both sides for “Rental Calculator Drop-off location”.
- Calculator collection times will be Tue and Thurs after finals from 9:30am – 2:45pm.
- 9am - Two MARC staff members will go through the new on-campus check in procedures with Public Safety. Both Staff have their own masks and the MARC has gloves for use.
- 9:00am - 9:30am – Setup area in parking lot M (next to the MARC) for drop offs.
 - Box will be placed on top of a table at the end of the concrete stairs sidewalk.
 - Staff chairs will be placed more than 6 feet behind this table and 6 feet away from each other.
 - One staff member will have a checklist of the calculators that are currently out and who they are checked out to.



- 9:30am – 2:45pm. Drop off open
 - Have students drive up to the end of the concrete sidewalk.
 - We will ask the number of the calculator and the name of the student and check it off our list.
 - We will then ask that the student place the calculator in the box.
 - We will tell students we will email them a receipt of return within a week and to contact us if we don't to ensure that we have recorded that it has been returned.
- 2:45pm- 3pm – Move boxes of calculators and other items back into the MARC.
 - Leave calculators in the boxes in our center to be cleaned (with disinfectant and paper towels) a few weeks later after any germs on them have died.



Appendix M: Financial Aid and Veterans Service Office –Building 14

Financial Aid and Veterans Services Fall Schedule

Date Range: September 21-December 12
Days of Week: Monday – Friday 8:00am – 5:00pm

Note: There will be no face to face student services offered for this schedule. This is for employee office work only.

Staffing

- There are 11 employees in the Financial Aid area and 4 in the Veterans Services Area, but not all at the same time.
- Kim Matison will be present Monday-Friday from 8:00am-5:00pm.
- 5 employees would work for 5 hours on Monday and Wednesday, and the other 5 would work for 5 hours Tuesday and Thursday.
- Veterans Services will have 2 staff working Monday and Wednesday from 10:00am-3:00pm, and another 2 staff working Tuesday and Thursday from 10:00am-3:00pm. 1 staff member will also work from 8:00am-1:00pm on Fridays.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: Front office door of Financial Aid office; employees will enter here after their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use. (APPENDIX AA)

Restrooms

- Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 14 have signs allowing only 1 person at a time.
- The employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks will be taken in separate locations. Classified staff will take their one 15 minute break (as working maximum of 5 hours) either in their office, outdoors, or in the bldg. 14 breakroom; only one person will be allowed in breakroom at any given time; wipes will be available to sanitize any used surfaces in the breakroom.

Room Use (Office Space)

- Proper face coverings will be worn during all interactions.
- Hand sanitizer is provided outside the building 14 check-in area. There will also be a hand sanitizing station near the copy machine in the Financial Aid office.
- Maximum 6 occupants in the area at one time.
- Each employee has their own office space, so there will never be another person using their space or computer.

Cleaning:

- Individual workstations will be sanitized by each employee.
- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use. (APPENDIX AA)
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation



Appendix N: Enrollment Services – Building 7

Enrollment Services Office Schedule

Date Range: Sept 21 – Ongoing
Days of Week: Monday – Friday 9:00am – 5:00pm

Note: There will be no face to face student services offered for this schedule. This is for employee office work only.

Staffing

September 21 – October 2 (50% of staff in office at one time)

Mary Knutson Monday – Thursday 9am-4pm
Colleen Spezia Monday – Thursday 9am-4pm
Art Goodson Tuesday & Thursday 9am-12pm
Alejandra Bicknell Wednesday 9am-11am
Keith Moore Wednesday 12pm-5pm
Amber Brock Friday 9am-5pm

October 5 – October 30 (25% of staff in office at one time)

Mary Knutson Monday, Tuesday, Thursday, Friday 9am-4pm
Colleen Spezia Monday, Tuesday, Thursday, Friday 9am-4pm
Part-Time Employee (tentative) Monday, Tuesday, Thursday, Friday 12pm-4pm
Art Goodson Wednesday 9am-12pm
Keith Moore Wednesday 12pm-5pm
Amber Brock Wednesday 9am-5pm

November 2 - December 18 (25% of staff in office at one time)

Mary Knutson Monday, Wednesday, Friday 9am-4pm
Colleen Spezia Monday, Wednesday, Friday 9am-4pm
Part-Time Employee (tentative) Monday, Wednesday, Friday 12pm-4pm
Art Goodson Tuesday 9am-12pm
Keith Moore Tuesday 12pm-5pm
Amber Brock Thursday 9am-5pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Faculty and Staff – Daily Check-in Procedures

Upon arrival to campus, Faculty and staff will check in at their designated check-in area with the COVID-19 Program /Department Specific designee.

Check-In Building 14

- Staff will enter through the Public Safety checkpoint at the entrance of building 14
- Staff will follow all safety protocols currently in place, have their temperature taken to complete the online “check-in” health screening, and be issued a wristband.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: The entry and exit will be the north entrance of building 7. Employees will enter here after their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use.

Restrooms

- Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 7 will have signs allowing only 1 person at a time.
- The employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Break/Lunchroom

- Faculty and staff breaks will be taken in separate locations. Lunch breaks will be taken in Enrollment Service break area or in personal office. Classified staff will take their one 15 minute break (as working maximum of 5 hours) either in their office, outdoors, or in the breakroom; only one person will be allowed in breakroom at any given time; wipes will be available to sanitize any used surfaces in the breakroom.

Room Use (Office Space)

- Proper PPE will be worn during all interactions
- Hand sanitizer is provided at the north entrance of building 7 check-in area.
- Maximum 6 occupants in the area at one time
- Each employee has their own space, so there will never be another person using their space or computer.

Cleaning:

Individual workstations will be sanitized by each employee.

- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use.
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.
- **Cleaning Schedule:**
 - Nighttime custodial staff will clean/sanitize after closing.

Appendix O: Testing Center – Building 6

Testing Center Office Schedule

Date Range: Sept 8 – Ongoing

Days of Week: Monday – Friday 8:00am – 11:30am, 12:30pm-3:30pm

Staffing

There will be 2 staff members and 10 testers per 3 hour session each day

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Staff and Testers – Daily Check-in Procedures

Upon arrival to campus, Faculty, staff, and Testers will check in at their designated check-in area with the COVID-19 Program /Department Specific designee.

Check-In Building 6

- Staff and Testers will enter through the Testing Center entrance at Building 6.
- Staff and Testers will follow all safety protocols currently in place and have their temperature taken when they arrive.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: The entry and exit will be the Testing Center entrance of building 6. Employees and Testers will enter here for their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use.

Restrooms

- All individuals will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 6 will have signs allowing only 1 person at a time.
- All individuals will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Cleaning

- Individual workstations will be sanitized by each employee.
- Multi-use equipment (large copier, fax machine, large filing cabinet handles) will be cleaned by staff with sanitizing wipes after every use.
- Custodial staff will clean and sanitize the touch points and other areas that require sanitation.
- **Cleaning Schedule:**
 - Custodial staff will clean/sanitize in between sessions and after closing.

Appendix P: Athletics Facilities Use

Date Range: September 21 – December 4th
Days of Week: Monday – Saturday (Broken Down as follows by program)
Facilities: Building 20 Main Gym, Soccer Field, Baseball Field

Staffing

Staffing is annotated on each sports' program breakdown in this document.

Athletic Protocols

- TCC Athletics will follow the Federal, State, County and College updated mandates.
- In addition, the NWAC, we have created specific guidelines and protocols to keep student-athletes safe while still being able to engage them. These guidelines are laid out in this document.

What are the NWAC "Return to Play" Guidelines?

The NWAC announced its "Return to Play" Guidelines on July 9, 2020. Each phase requires 2 weeks between each phase. See below:

GREY PHASE: Re-entry plan (2 weeks)

- NWAC recommends in accordance with national guidelines (CDC) that all athletes shelter in place and/or quarantine in the county of their institution 14 days prior to the red phase.
- NWAC student-athletes/teams will follow the "color phase" protocol when returning to play (see information below on dates and phases. Before entering the "color phase protocol," each NWAC member college will provide the NWAC with their respective return to campus protocol.
- Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and are following state and local health authority guidelines;
- Plan for sanitization, acquiring PPE's, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.

RED PHASE: Limited Group Practice

- Student athletes and athletics staff will complete the COVID19 Online Campus trainings and have quarantined for 14 days.
- Vulnerable individuals shelter in place and continue individual workouts with precaution.
- Small group training should occur based on local health authority restrictions.
- Gatherings of no more than 10 are allowed.
- Virtual meetings when at all possible.
- Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitation protocols can be implemented.

YELLOW PHASE: Modified Team Practices

- *Vulnerable individuals should continue to shelter in place and continue individual workouts with precaution. Vulnerable individuals may perform workouts with coaches on an individual basis, with physical distancing measures.*
- *Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.*
- *Full team practices (excluding vulnerable individuals) can take place with physical distancing measures in place.*
- *Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.*

GREEN PHASE: Full Team Practices & Games

- *Vulnerable individuals can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.*
- *Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.*
- *Unrestricted staffing (video, table, game management, etc.) may resume with sanitation protocols in place.*
- *Consideration of spectator modifications (i.e. no spectators, physical distancing, etc.) to ensure safety of student-athletes, support staff and spectators*

BLUE PHASE: *All clear and is dependent on the successful development of widely available treatment including prophylactic immunotherapy, coupled with widespread, effective vaccination.*

Tacoma Community College will operate in the Red Phase for the Fall Quarter

- TCC Athletics will follow the CECMR college guidelines for returning student Athletes to campus.
- TCC Athletics will be compliant with the out of season guidelines and the NWAC “Return to Play” protocols.
- The Following will apply to all Programs
- ASSUMPTION OF RISK FORM: All student athletes and coaches will sign an assumption of risk form prior to using the weight room, gymnasium and outdoor facilities.
- TCC Athletics will purchase individual water bottles for each student athlete
- TCC Athletics will purchase Gaiters (mask) for each student athlete and coach.
- The Athletic Director, Program Assistant and Trainer will all be back up COVID Supervisor Designees.

Common Practice Structure for all Teams

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.

Pre-Practice

- All players will fill out the online check-in the day prior to arriving on campus each practice.
- Upon arrival, players and coaches will wash/sanitize their hands, and complete a second Health Screening to re-acknowledge health questions and verify that they have completed the weekly Safety Training, followed by a temperature scan which they will document on their online health screen. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- At check-in, all players/coaches will be issued a wrist band to be worn for each day that they come to campus. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus.
- Players will utilize both dugouts for spacing and bag/gear storage. Players will adhere to all physical distancing guidelines (maintaining at least 6 feet of physical distance).

During Practice

- Players will adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance) while warming up and stretching.
- Players will be assigned to groups for the Fall and will stay in those groups for contact tracing and to mitigate the potential for spread. Group sizes will determined by roster not to exceed 9.
- Players will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Players will not share equipment: Gloves, batting gloves, helmets, bats, etc. Equipment should stay in players' bags when not currently in use.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance)

Post-Practice

- All equipment and common areas will be sanitized at the end of every practice
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance)

- Players will exit the Facility staggered one after the other maintaining at least 6 feet of physical distance and provide an online check out upon leaving

Programs

Volleyball

Date Range: October 5th – November 24th

Monday, Tuesday, Wednesday, Thursday

Time: 8:00 am - 9:30 am

Roster

- | | | |
|---------------------------|-------------------|---------------|
| 1. Nicole Scheer | 6. Piper Browning | 12. Player 12 |
| 2. Maloree Clazadillas | 7. Molly packer | 13. Player 13 |
| 3. Adrienne
Washington | 8. Megan Ramos | 14. Player 15 |
| 4. Faith Langkilde | 9. Britt Vaughn | 15. Player 15 |
| 5. Carly Burington | 10. Maddie Murray | |
| | 11. Maillie Nixon | |

Staffing

Staff will include 2 Coaches:

- Katlyn Mataya Head Coach and will be the COVID Supervisor Designee
- Maggie McTaggart is the assistant coach

Volleyball: Building 20- Main Gym

- The student will enter building 20, via North Entrance.
- They will be checked in and enter the main gym through the two northwest doors.
- Volleyball will divide the gym in half by dropping the divider down the middle of the gym
- Separate ball carts – each side has 2 ball carts and specific balls only for that side
- Team is divided into two small groups of 6 and one coach
- Each group will only operate on their assigned court with a separate entrance
- No equipment will be shared between groups
- Each athlete and coach will be wearing a mask upon entrance, participation and exiting
- Skill development will be no more than an hour and 15 minutes – allowing for an hour of skills and 15 minutes of warmup/cool down
- Staff will wipe down, disinfect and put away equipment.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.



- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hallway just outside the entrance to the main gym.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Then entrance to the Building, Main Gym and Gender Inclusive Bathroom are all near each other.

Women’s Soccer

Date Range: October 5th – December 4th

Days: Tuesday, Thursday

Time: 1:30 pm – 3:00 pm

Roster

- | | | |
|----------------------|----------------------------|-------------------|
| 1. Allison Bryant | 10. Peyton Miller | 19. Maya Williams |
| 2. Katelyn Dayki | 11. Jocelyne Pedroza Nieto | 20. Stella Schram |
| 3. Maddison Elliot | 12. Zyree Raban | 21. Player 21 |
| 4. Stirling Elliot | 13. Rylee Radford | 22. Player 22 |
| 5. Lauren Glazebrook | 14. Brianna Rivers | 23. Player 23 |
| 6. Olivia Graziant | 15. Emma Schmidt | 24. Player 24 |
| 7. Elisabeth James | 16. Olivia Schuster | 25. Player 25 |
| 8. Brennah Llanos | 17. Kya Scott | |
| 9. Hannah Mathews | 18. Isabella Weaver | |

Staffing

Staff will include 2 Coaches:

- Jill Green Head Coach and will be the COVID Supervisor Designee
- Jason Gjertsen is the assistant coach

Women’s Soccer: Building 20- Soccer field

- The students will Park in the K Lot and enter through the opening in the gates.
- Coaches will check them in at the entrance to the track and the players will go to their assigned areas.
- Each athlete and coach will be wearing a face covering upon entrance, participation and exiting

- Team is divided into two small groups of no more than 8 athletes and one coach
- Each group will only operate on their assigned areas of the field adhering to physical distancing within their group.
- These groups will stay consistent to aid in contact tracing and minimization of exposure.
- Skill development and fitness will be no more than an hour and 30 minutes
- Staff will wipe down, disinfect and put away all equipment.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall way just outside the entrance to the main gym.
- Students will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Coach will accompany student to the doors and let them in the building one at a time to use restroom.
- Students will not access building 20 unless they need to use the restroom.

Men's Soccer

Date Range: October 5th – December 4th

Days: Tuesday, Thursday

Time: 11:30 am – 12:45 pm

Roster

- | | | |
|--------------------|------------------------|----------------------|
| 1. Dylan Chavez | 10. Carson Livingston | 19. Jvon Cunningham |
| 2. Marcus Swanson | 11. Jim Beam | 20. Jordan Fernandez |
| 3. Leyton Peterson | 12. Jesus Flores | 21. Dagm Lester |
| 4. Manny Nicasio | 13. Jose Flores | 22. Jack Keolker |
| 5. Darrian Rivers | 14. Andrew Stephens | 23. Ryan Harding |
| 6. Emanuel Tobey | 15. Manhattan Fukunaga | 24. Jakob Ridler |
| 7. Alex Torres | 16. Nabeel Imran | 25. Allan Contreras |
| 8. Alex Lopez | 17. Anthony Valdovinos | 26. Martin Shehata |
| 9. Tyler Brown | 18. Samuel Aguilar | |

Staffing

Staff will include 2 Coaches:

- Jason Gjertsen Head Coach and will be the COVID Supervisor Designee
- Malang Camera is the assistant Coach

Men's Soccer: Building 20- Soccer Field

- The students will Park in the K Lot and enter through the opening in the gates.
- Coaches will check them in at the entrance to the track and the players will go to their assigned areas.
- Each athlete and coach will be wearing a face covering upon entrance, participation and exiting
- Team is divided into two small groups of no more than 8 athletes and one coach
- Each group will only operate on their assigned areas of the field adhering to physical distancing within their group.
- These groups will stay consistent to aid in contact tracing and minimization of exposure.
- Skill development and fitness will be no more than an hour and 30 minutes
- Staff will wipe down, disinfect and put away all equipment.

Restrooms

Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.

- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall way just outside the entrance to the main gym.
- Students will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Coach will accompany student to the doors and let them in the building one at a time to use restroom.
- Students will not access building 20 unless they need to use the restroom.

Women's Basketball

Date Range: September 21st – December 4th

Days: Tuesdays, Wednesday, Thursday

Time: 5:00 pm – 8:00 pm

Roster

- | | | |
|-----------------------|---------------------------|---------------------|
| 1. Precious Serafica | 7. Maya Thornton | 12. Talya Phillips |
| 2. Makanalani Montoya | 8. Adrienne
Washington | 13. Silailai Leausa |
| 3. Raamiah Nelson | 9. Maloree Calzadillas | 14. Player 14 |
| 4. Bobbie Rideout | 10. Carsyn Sieg | 15. Player 15 |
| 5. Makayla Rose | 11. Kendall Sieg | |
| 6. Chloe Grosvenor | | |

Staffing

Staff will include 2 Coaches:

- Jennifer Keyes Head Coach and will be the COVID Supervisor Designee
- Keeshia Thomas is the assistant coach

Women's Basketball: Building 20- Main Gym

- Will follow all TCC check in check out procedures
- Take temperature and keep records
- Wash hands before arriving and sanitize upon commencement and completion of practice.
- Face covering will be worn at all times except while executing training
- All student athletes will be assigned their own ball to keep with them.
- Individuals groups of 5 or less will complete workouts at their own baskets.
- Basketballs and equipment will be sanitized at the end of each practice
- Practices will be no longer than 1 hour
- Hand sanitizers and wipes will be readily available.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall way just outside the entrance to the main gym.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.

- Then entrance to the Building, Main Gym and Gender Inclusive Bathroom are all near each other.

Men's Basketball

Date Range: October 5th – December 4th

Days: Monday, Wednesday, Thursday

Time: 10 am – 11:15 am

Roster

- | | |
|---------------------|------------------------|
| 1. Bryce Parker | 9. Jared Franklin |
| 2. Kashaud Babbs | 10. Isaiah Jackson |
| 3. KeAndre Young | 11. Tehjan Potts-Woods |
| 4. Derek Carroll | 12. Damen Ringgold |
| 5. Solomon McGinnis | 13. Lucas Meines |
| 6. Truman Young | 14. Player 14 |
| 7. Gabriel Wright | 15. Player 15 |
| 8. Xavier Lovelace | 16. Player 16 |

Staffing

Staff will include 2 Coaches:

- Rachi Wortham Head Coach and will be the COVID Supervisor Designee
- Turner Cagle is the assistant Coach
- Jason McLaughlin is an assistant coach

Men's Basketball: Building 20- Main Gym

- Will follow all TCC check in check out procedures
- Take temperature and keep records
- Wash hands before arriving and sanitize upon commencement and completion of practice.
- Face covering will be worn at all times except while executing training
- All student athletes will be assigned their own ball to keep with them.
- Individuals groups of 5 or less will complete workouts at their own baskets.
- Basketballs and equipment will be sanitized at the end of each practice
- Practices will be no longer than 1 hour
- Hand sanitizers and wipes will be readily available.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall way just outside the entrance to the main gym.
- Students will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Coach will accompany student to the doors and let them in the building one at a time to use restroom.
- Students will not access building 20 unless they need to use the restroom.

Baseball

Date Range: Practice - September 21st – October 24th

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Time: 1:00 pm – 3:00 pm

Date Range: Conditioning October 27th-November 24th

Days: Tuesday, Thursday

Time: 1:30 – 3:30

Roster

- | | | |
|----------------------|----------------------|-----------------------------|
| 1. Trent Bucanan | 13. Hunter Jenkins | 25. Zach Smith |
| 2. Cade Crist | 14. Dyson Johnson | 26. Josh Spencer |
| 3. Jacob Dobmeier | 15. Kyler Johnson | 27. James Spickelier |
| 4. Kyle Dunning | 16. Evan Kingman | 28. Jake Stoner |
| 5. Conner Ellingston | 17. Levi Kiuchi | 29. Spencer Sugg |
| 6. Jared Engman | 18. Kazuya Kojima | 30. Kaito Suzuki |
| 7. Joe Flanigan | 19. Garret Kollar | 31. Josh Trujillo |
| 8. Ethan Flodstrom | 20. Sam Lauderdale | 32. Jackson Van De
Brake |
| 9. Mason Fritsch | 21. Seti Manase | 33. Corbin Waite |
| 10. Abiel Gonzalez | 22. Will Mulfur | 34. Ben Wallen |
| 11. Brady Hinklw | 23. Wesley Robinslon | 35. Donovan Yelle |
| 12. Brady Houston | 24. Jacob Selander | |

Staffing

Staff will include 2 Coaches:

- Ryan Mummert Head Coach and will be the COVID Supervisor Designee
- Zach Miller is the assistant coach and COVID Designee
- To be named assistant coach
- To be named assistant coach

Baseball: Baseball Field / Track

- All players will fill out the online check-in prior to arriving on campus each practice.
- All players entering the Facility will be required to have their temperature taken by a member of the TCC Coaching Staff. Any individuals with a fever, feeling ill or showing any symptoms will not be allowed to enter the facility and will be sent home. Possible quarantine or a negative COVID test may be required before returning.
- Players will park in Lot L and walk to the fields so they gate off Pearl St can remain closed.
- Upon arrival all players will wash or sanitize their hands.
- Players will be grouped into 9 or less plus a coach and will stay with that group through the Fall practices.
- Players will utilize both dugouts for spacing and bag/gear storage. Players will adhere to all physical distancing guidelines (maintaining at least 6 feet of physical distance)
- Players will adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance) while warming up and stretching.
- Players will be required to provide their own clearly marked water or sports drink containers (not to be shared with others).
- Players will not share equipment: Gloves, batting gloves, helmets, bats, etc. Equipment should stay in players' bags when not currently in use.
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance)
- All equipment and common areas will be sanitized at the end of every practice
- Any Group or Team meetings must adhere to physical distancing guidelines (maintaining at least 6 feet of physical distance)
- Players will exit the Facility staggered one after the other maintaining at least 6 feet of physical distance and provide an online check out upon leaving

Restrooms - Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.

- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall way just outside the entrance to the main gym.
- Students will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Coach will accompany student to the doors and let them in the building one at a time to use restroom.
- Students will not access building 20 unless they need to use the restroom.

Fitness Facility (weight room)

Date Range: October 4 – December 4th
Days of Week: Monday, Tuesday, Thursday, Friday
Facilities: Building 20
Times: 8:00 am – 2:00 pm

Protocols

- Coaches will administer a health screening at the door prior to entry for each student athlete and coach including a temperature check and COVID questionnaire.
- **SIZE:** The fitness center will be limited to the weight racks and dumbbells. All cardio and stationary equipment will be taped off. Workouts will be conducted in “pods” of no more than 9 students and one coach. These groups will stay together throughout the fall for contact tracing purposes and to mitigate spread. This ensures more limited exposure if someone develops an infection. There must be a minimum distance of 6 feet between individuals at all times.
- **LOCKER ROOMS:** will not be used. Students should report in appropriate attire and immediately return home to shower after participation. No students allowed in a training area unless the athletic coach is present.
- **CLEANING:** Coaches and custodians will provide adequate cleaning. Schedules will be created and implemented. Prior to an individual, or groups of individuals, entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, athletic training room tables, etc.) by the coach of the program using the fitness center. Coaches will wipe down all equipment used and touched before leaving the fitness center. Individuals should wash their hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place. Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment or surfaces. Students must be encouraged to shower and wash their workout clothing immediately upon returning to home. Custodians will clean the facilities on Monday, Tuesday and Thursday mornings prior to the facilities being used. If cleaning has not taken place due to a myriad of factors, the facility will not be opened. It will be closed.

- **FACE COVERINGS:** All current state, local and college guidelines must be followed. Coaches, officials and all other personnel are encouraged to wear cloth face coverings at all times and are strongly encouraged to wear cloth face coverings whenever physical distancing is not possible.
- **MORE PHYSICAL DISTANCING:** Physical contact such as handshakes, high-fives, fist bumps, and hugs should not be allowed. All athletic equipment, including balls, should be cleaned intermittently during practices and contests. They must be cleaned after final use. Students should wear their own appropriate workout clothing and there should be no shared athletic equipment (towels, clothing, shoes, or sport-specific equipment) when possible between students. All personal clothing, towels and equipment must be cleaned at home. Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual. Resistance training should be emphasized through the use of body weight and resistance bands.
- **ENTRY:** All entry will occur through the outdoor weight room door on the Northwest side of building. Coaches will open and prop door while workout is in progress.
- Student athletes and their respective coaches will be allowed entry into the facility. If student athletes have questions about facility access, they are to contact their respective coach.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- The Restroom will be limited to the gender inclusive bathroom in the hall just down from the Entrance.
- Students will be encouraged to use restrooms before attending training.

Building 20

- All rooms will be locked and students will not have access to any of the rooms in building 20.
- Drinking fountains and furniture in common areas will be taped off and students will not be allowed to linger.
- Coach will accompany student to the doors and let them in the building one at a time to use restroom.
- Students will not access building 20 unless they need to use the restroom.

Appendix Q: Access Services – Building 7

Schedule

September 24, 2020 – December 2020

Wednesday and Friday 12pm-7pm.

Staffing

2 staff members and up to 5 students at one time.

Staff will arrive at 11:30am and leave at 7:30pm.

Capacity: 7 people

At any given time during fall quarter, 7 people total are allowed in the Access Services space located in Building 7 North. This equals 2 staff members and up to 5 students at one time. Monica Olsson (Manager) is the assigned COVID-19 Supervisor for this unit and will be present on both days. The Program Specialist (Leigh Simon) and the Assistive Tech Specialist (Laquida Williams) will alternate days, so each staff member is on campus 1 day a week. All other staff members (hourly) will be required to schedule their office visits two days in advance pending approval from the Manager.

- 1 staff member at front desk, and second staff member located in their office for the shift.
- 1 student allowed in the testing hallway at a time due to close quarters and lack of ventilation.
- Up to 4 students allowed in the larger adjacent Assessment room, physically distanced sitting at opposite corners of the room.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Physical Distancing and Traffic Flow Management

Access Services is a unique area that require extra precautions for a myriad of reasons. Our front desk is accessible from two different entry points, neighbors another unit's workspace, and people with disabilities are more likely to be immune compromised. It is incredibly important for us to take as many safety precautions as we can, and continue to provide excellent services remotely, as much as possible.

- Students are asked to schedule their appointments with Access in advance (2-3 days) and unscheduled/drop-in visits are discouraged at this time.
- Students will enter Access Services through the North entrance across from building 8 to arrive at the front desk.
- Student will be served one person at a time and will stand apart from each other. Markings on the floor will direct students where to stand and manage flow.

- Only 1 student/staff member will be allowed to use the restroom at a time. They will exit the office, use the restroom located in building 7 at the end of the hallway from Access Services.
- Block scheduling for accommodated testing will be used. Up to 15 minutes will be blocked between testing appointments to allow for cleaning computer and desk surfaces.

Choke Points and High-Risk

Areas have been identified at all locations where workers typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
- Entry and Exit: Students and employees will enter at Building 7 North Entrance after their daily check-in; we will prop open door when several people are expected at any given time; otherwise, we will keep sanitizing wipes at front door and employees will use to sanitize the door handles, or they will use gloves.
- If staff need to use the copy machine, they will sanitize the touch point surfaces after every use. (APPENDIX AA)

Restrooms

- Students and Employees will go to the restroom one at a time and perform hand hygiene before exiting. Restrooms in building 7 will have signs allowing only 1 person at a time.
- The student and employee will wash their hands using soap and water for a minimum of 20 seconds before returning to the office area.
- Restrooms will be sanitized before and after each individual small cohort or employee shift.

Appendix R: Allied Health Lab/Simulation Rooms Preventative Measures

Lab skills will be done using physical distancing with the exception of a limited number of specific skills that require close contact or close proximity of an instructor to review a skill for evaluation, such as IV insertion, simulations, and ACLS codes.

- In these situations, the skill will be modified to provide as much space as possible between team members. ACLS codes will be shortened, the number of team members will be reduced to minimize contact time, and simulation screens will be used between the student and the instructor during the skills evaluation

Labs will be reorganized to provide individual student designated patient care areas outlined with industrial floor tape⁷ to provide a minimum of 6 feet between students at all times.

- ICU bed, headwall with oxygen/air/suction, bedside table will be utilized.
- Visitor chair and additional overbed table will be used for taking notes.
- Curtains/dividers will be used between areas when possible.
- Increased air movement through ventilation system and/or placement of fans will be added as needed and recommended by the DOH.
- Equipment/supplies required for lab exercises will be stocked in individual student areas and made available by lab staff/faculty following physical distancing guidelines. Students will not be allowed in the general or large supply rooms.

Respiratory Care students will stay in their stations the entire period each day and rotate stations on different days to work on: ventilator walk-through sheets, cases, and simulations.

Debriefing/viewing of on-going simulations

- Individual student designated areas in lab will be used for debriefing when possible; what can't be done via physical distancing will be done via zoom meetings.
 - The main screen in lab is able to play live/recorded simulations when needed.

Appendix S: Nursing/Respiratory Care Plan– Building 13

Proposed Start: September 21 - December 10th
Days of Week: Monday through Saturday (Schedule at end of document)
Approved Faculty Prep Time: Thursday and Friday – 7:00am-8:00am

Staffing

Nursing 115/116/ 124/226/227 will have 1 faculty and 4 students at one time.
 Nursing 228 will have 1 faculty and 8 students at one time

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or Covid-19) **and**
- Has not been tested positive for the flu or Covid-19 in the last 14 days and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has been tested for flu and/or Covid-19)

Approved Instructional Faculty prep time

Thursdays and Fridays - 7:00am-8:00am

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Students, faculty, and staff would be rescheduled and could return following the Reporting and Communication Protocol in Appendix G. The program or department will follow the DOH recommendations for YES to questions as noted below:

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Day of Lab

Pre-entry:

- Area outside of building 10 will be designed for health check questions, temperature scanning, and issuing of wristbands. This wrist band is a way to easily identify that a person on campus has completed the check-in process and therefore, is authorized to be on campus. (Note that this may shift to all students checking in at building 14). Check in will occur 15 minutes before class. Faculty (or designee) will meet students and provide entrance into the building. Another option is that the faculty will confirm with the check in station that they are present and they will meet students at the entrance to the classroom floor (Level 3).
- Faculty/staff would use PPE (face covering).
- Students/faculty/staff are encouraged to wear a personal face covering to campus. Disposable masks will be provided upon entering the health check area for anyone without a personal face covering.
- Health check questions would be asked followed by temperature scan.
- If “YES” was answered to any question, the staff/faculty/students will not be allowed to come to enter the building and the Associate Dean/lab faculty would be contacted.
- The program will follow the DOH recommendations for YES to questions as noted above.

Note: Prior to entering the room, students will be instructed not to gather in physical areas of building 13 and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into lab. This will be strictly enforced

Entry (East Entrance):

Area designated for handwashing & Additional PPE

(note: Face coverings are required prior to this point)

- Hand washing station
 - Minimum 20 second hand-wash using DOH/CDC guidelines and **check-off by faculty/staff**
- PPE Station – Requirements based on DOH/OSHA guidelines for medium exposure risk
 - Eye Protection: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff
 - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff

(Note: Typically students will not be working closely with students. Each student will be assigned a patient station and will be working > 6' apart from other students for the majority of the time)

Main Lab (13-349/350 and Simulation Center)

These rooms would be reorganized to provide:

- Students with their own designated patient care area. In addition, curtains will be used to define these workspaces to keep students a minimum 6' apart
- ICU bed, headwall with oxygen/air/suction, beside table
- Chair and additional overbed table to be used for taking notes
- Curtains/dividers will be used between areas when possible
- Equipment/supplies required for lab exercises will be stocked in student area (students will not be allowed in the general or large supply rooms)

Lab skills will be done using physical spacing except for a limited number of specific skills that require proximity of an instructor to review a skill for evaluation. In this case, each person will have on a gown, goggles or face shield, if involved in doing the skills evaluation.

Debriefing of simulations

- Debriefing will be done during scheduled time
- May utilize zoom to facilitate simulation/pre and debriefing

Exit: (East Entrance)

- Students will complete the online checkout process and be dismissed one at a time.
- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Cloth face covering kept on until exit the building)
- Open garbage container for disposable PPE

Lockers

- Students will be encouraged not to bring items with them that cannot be kept on their person during lab.
- Students will be not be allowed to use Lockers

Restrooms

- Students will go to the restroom one at a time.
- Cleaning wipes will be available to wipe down restroom prior to use.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Main lab
 - Individual designated student areas including bed, over bed tables, chair, headwall
 - Manikin or trainer
 - Equipment used (e.g. ventilator, test lungs)
 - Table/chair
- Supplies: will be placed in area after cleaning and using gloves to handle, any supplies that are reusable will be cleaned, reusable supplies that cannot be cleaned will now be one use only (i.e. split gauze pads)

Fall Schedule

Dates/Times:

NURS 115 will have 4 students & 1 instructor on campus at one time

LAB	DATE	LOCATION
NURSING 115 Marshall Skills and Assessment Lab (Web Enhanced) Item #9165 Lab 1 <u>(2 credits)</u>	Wed 1:00pm – 2:50pm and Thurs 8:00am-09:50am Starting 9/23-12/03 No class 11/5 Ed Planning, 11/11 Veterans day and 11/26 Thanksgiving	13-349/350
NURSING 115 Tagulinao Skills and Assessment Lab (Web Enhanced) Item #9166 Lab 2 <u>(2 credits)</u>	Wed 4:00pm – 5:50pm And Thurs 11:00am-12:50pm Starting 9/23-12/03 No class 11/5 Ed Planning, 11/11 Veterans day and 11/26 Thanksgiving	13-349/350
NURSING 115 Greasham Skills and Assessment Lab (Web Enhanced) Item #9167 Lab 3 <u>(2 credits)</u>	Wed 7:00pm – 8:50pm And Thurs 2:00pm-3:50pm Starting 9/23-12/03	13-349/350

	No class 11/5 Ed Planning, 11/11 Veterans day and 11/26 Thanksgiving	
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NURS 116 will have 4 students & 1 instructor on campus at one time

NURSING 116 Iverson Skills and Assessment. Lab II (Web Enhanced) Item #9179 Lab 1 (3 credits)	Mon 1:00pm-4:50pm and Friday 4:30pm-7:20pm Starting 9/21-12/04 No class 11/27 Thanksgiving	13-349/350
NURSING 116 Arzola Skills and Assessment. Lab II (Web Enhanced) Item #9180 Lab 2 (3 credits)	Tue 1:00pm-4:50pm and Friday 12:30am-3:20am Starting 9/22-12/04 No class 11/27 Thanksgiving	13-349/350
NURSING 116 Iverson Skills and Assessment. Lab II (Web Enhanced) Item #9181 Lab 3 (3 credits)	Wed 08:00am-11:50am and Friday 08:30am-11:20am Starting 9/23-12/04 No class 11/11 Veterans day and 11/27 Thanksgiving	13-349/350

NURS 124 will have 4 students & 1 instructor on campus at one time

NURSING 124 Miller Clinical Simulation III (Web Enhanced) Item #9182 Lab 1 (2 credits)	Friday 08:00am-11:50am Starting 9/25-12/04 Exception week 2 – class will be on Tuesday 9/29 from 5:30pm to 9:20pm No class 11/27/20 Thanksgiving Holiday	Sim Center 13-365
NURSING 124 Marshall Clinical Simulation III (Web Enhanced) Item #9185 Lab 2 (2 credits)	Wednesday 08:00am-11:50am Starting 9/30-12/02 Exceptions: Friday 9/25 from 5:00pm to 8:50pm Week 8 will be on 11/13 from 5:00pm – 8:50pm due to the Veterans Day Holiday No class 11/25/20 Thanksgiving Holiday	Sim Center 13-365
NURSING 124 Henningsen Clinical Simulation III (Web Enhanced) Item #9186 Lab 3 (2 credits)	Friday 12:30pm-4:20pm Starting 9/25-12/04 Exception: Week 2 Class is Wed 9/30 from 6:00pm to 9:50pm No class 11/27/20 Thanksgiving Day	Sim Center 13-365

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NURS 226 will have 4 students & 1 instructor on campus at one time

NURSING 226 Miller Clinical Simulation IV (Web Enhanced) <u>Item #9208 Lab 1</u> (2 credits)	Thurs 8:00am-11:50am Starting 9/24-12/3 Exception week 2 Saturday 10/3 from 8:00am to 11:50am No class on 11/5 ed planning day No class on 11/26 Thanksgiving	Sim Center 13-365
NURSING 226 Guilford Clinical Simulation IV (Web Enhanced) <u>Item #9209 Lab 2</u> (2 credits)	Week 1 - Thursday 9/24 5:00pm – 8:50pm and then starting Wednesdays 9/30 1:00pm-4:50pm Exception: No class on 11/11 will meet on 11/12 from 6:00pm to 9:50pm No class on 11/25 Thanksgiving Class ends on 12/2	Sim Center 13-365
NURSING 226 Guilford Clinical Simulation IV (Web Enhanced) <u>Item #9210 Lab 3</u> (2 credits)	Week 1 Thursday 9/24 12:30pm-4:30pm Week 2 Saturday 10/3 1:00pm – 4:50pm Week 3 until the end of the quarter (12/3) will be Thursday 1:00pm to 4:50pm No class on 11/5 ed planning day No class on 11/26 Thanksgiving	Sim Center 13-365

NURS 227 will have 4 students & 1 instructor on campus at one time

NURSING 227 Guilford Clinical Simulation V (Web Enhanced) <u>Item #9211 Lab 1</u> (2 credits)	Week 1 will be on 9/26 Sat 07:30am-11:20am then Week 2-11 Mon 07:30am-11:20am	Sim Center 13-365
NURSING 227 Pendle Clinical Simulation V (Web Enhanced) <u>Item #9212 Lab 2</u> (2 credits)	Week 1 Saturday 9/26 12:00pm - 4:50pm then Week 2 –11 Mondays 9/28 – 12/1 1:00pm – 3:50pm	Sim Center 13-365
NURSING 227 Nethercott Clinical Simulation V (Web Enhanced) <u>Item #9214 Lab 3</u> (2 credits)	Week 1 Saturday 9/26 4:30pm-8:20pm then Week 2 –11 Tuesdays 9/29 – 12/2 1:00pm – 3:50pm No class on 10/20	Sim Center 13-365

NURS 228 will have 8 students & 1 instructor on campus at one time

NURSING 228 Nethercott Clinical Simulation VI (Web Enhanced) <u>Item #9215 Lab 1</u> (1 credit)	9/21, 9/22, 9/23, 10/1, 10/2 6:30am-0930am + 2.5 hours virtual	Sim Center 13-365
NURSING 228 Greasham Clinical Simulation VI (Web Enhanced)	9/21, 9/22, 9/23, 10/1, 10/2 10:30am-1:30pm + 2.5 hours virtual	Sim Center 13-365

Item #9216 <u>Lab 2</u> (1 credit)		
NURSING 228 Miller Clinical Simulation VI (Web Enhanced) Item #9217 <u>Lab 3</u> (1 credit)	9/21, 9/22, 9/23, 10/1, 10/2 2:30pm – 5:30pm + 2.5 hours virtual	Sim Center 13-365
NURSING 228 Ullah Clinical Simulation VI (Web Enhanced) Item #9218 <u>Lab 4</u> (1 credit)	9/21, 9/22, 9/23, 10/1, 10/2 6:30pm – 10:00pm + 2.5 hours virtual	Sim Center 13-365

Tutor schedule (Tutor and up to 3 students for each day) 13-348

10/01 Start 10am-4pm
 10/08 Start 10am-4pm
 10/15 Start 10am-4pm
 10/22 Start 10am-4pm
 10/29 Start 10am-4pm
 11/05 Start 10am-4pm
 11/12 Start 10am-4pm
 11/19 Start 10am-4pm
 12/3 Start 10am-4pm

Each student would be assigned a patient station in 13-348, 13-349/350 or Simulation Center. The Tutor will meet students in 13-348.

Students would stay in their stations, the entire period and work on:

- Psychomotor Skills/Therapies
- Cases
- Simulation

Appendix T: EMS –Building 13

EMS Fall Schedule

Proposed Range:	September 21 – December 10
Days of Week:	Wednesday 8am – 11am & 12pm – 3pm Thursday 8am – 11am Friday 9am – 3pm (IBEST EMT) Every other Saturday 8am – 12pm & 1pm – 5pm (Night EMT)

Staffing

1 faculty and student breakdown below

Students would attend lab 3 hours (1 Day) a week:

Students split into 4 groups.

- Group 1 (5 students): Tuesdays from 8:00 AM to 11:00 AM
- Group 2 (5 students): Tuesdays from 12:00 PM to 3:00 PM
- Group 3 (5 students): Wednesdays from 8:00 AM to 11:00 AM
- Group 4 (4 students): Wednesdays from 12:00 PM to 3:00 PM

Each student would be assigned a station in one of the identified rooms.

Students would stay in their stations, the entire period and work on:

- Simulated patient encounters required for minimum competency by accreditation
- Psychomotor skills required for minimum competency by accreditation and on certification testing
- Psychomotor skills testing recommended by the National Registry of EMT's and accreditation for course completion.

Students will rotate stations on a different day.

Approved Instructional Faculty prep time

Wednesday - 7:00am-8:00am, 3:00pm-5:00pm

Thursday – 7:00am-8:00am, 11:00am-1:00pm

Friday – 7:00am-9:00am, 3:00pm-5:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

EMS/EMT Student Pre-entry: Check-in Building 14

- The entrance of Building 14 will be designed for health check questions, temperature scanning, and issuing of wrist bands.
- Faculty/staff would use appropriate PPE and physical distancing (eye protection, mask).

- Disposable masks would be provided upon entering the health check area for anyone without a personal mask. Students/faculty/staff would be encouraged to wear a personal cloth mask to campus. ³
- Health check questions would be asked followed by temperature scan (scanner does not touch forehead).
- If “YES” was answered to any question
 - Students, faculty, and staff would be sent home and rescheduled. They could return following the Reporting and Communication Protocol in Appendix G.

Note: Prior to entering the room, students will be instructed not to gather in social areas of building 13 and to maintain 6’ (or more) physical distancing. Students will be encouraged to stay in their vehicles until it’s time to come into lab. This will be strictly enforced.

EMS/EMT Student Entry: Building 13

Students will enter building 13 from the first floor, west stairwell entrance. Only one student may proceed down the stairs at a time. Students will continue to the designated hand hygiene restroom 13-20 on the lower level, immediately adjacent to the Sonography lab.

- The door will be propped open and both paper towels and disinfecting wipes will be available.
- Students will wash their hands for a minimum of 20 seconds and dry with paper towels. The use of wall mounted hand dryers will not be permitted

Area designated for handwashing & Additional PPE

(note: Masks are required prior to this point)

- Hand washing station –In EMS Lab 13-28
 - Minimum 20 second hand-wash using DOH/CDC guidelines⁵ and check-off by faculty/staff
- PPE Station – Requirements based on DOH/OSHA guidelines for medium exposure risk ⁶
 - Gloves: Required
 - Eye Protection: required
 - Isolation gowns: Specific skills where these are commonly used or when in close contact (< 6’) with other students/faculty/Staff

Room Use (EMS/EMT Lab) Building 13-25 and 13-28

These rooms would be reorganized to provide:

- Students will be limited per room so as physical distancing is in place at a distance of 6’. There will only be one instructor per room.
- Tables and Chairs arranged to create a physically distanced working area for each student and instructor in the room.
- Instructors will arrive early enough to set up mannequins in student stations. No human actors will be used as simulated patients.
- Increased air movement through HEPA filtering systems as recommended by DOH⁸

- Equipment/supplies required for lab exercises will be stocked in student area (students will not be allowed in the general or large supply rooms)

Lab skills will be done using physical spacing with no exceptions. If station rotations are required, instructors will rotate to stations, but this should be avoided whenever possible. Students will stay in the lab. *(Note: Students will not be working closely with students. Each student will be assigned a patient station and will be working > 6' apart from other students)*

Debriefing of simulations

- What can't be done via physical distancing will be done via Zoom meetings

EMS/EMT Exit (West Mildred Doors)

Once the lab session is complete, students will use the appropriate disinfecting wipes to clean their machines, probes, gurneys and any other areas they had contact with. Once complete, they will proceed to the exit side of the lab, doff their gloves, continue to the designated restroom, perform hand hygiene, don gloves and exit the building through the main West Mildred doors.

- Students will complete the online checkout process and be dismissed one at a time.
- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Cloth mask kept on until exit the building)
- Open garbage container for disposable PPE

Lockers

- Students will not be allowed to bring items with them that cannot be kept on their person during lab.
- Students will not be allowed to access lockers. All required materials will be provided.

EMS/EMT Restrooms (Adjacent to Radiology Lab 13-17)

- Students will go to the restroom one at a time.
- Cleaning wipes will be available to wipe down restroom prior to use.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.

Equipment needed:

- S, M, L, and XL exam gloves (3 boxes of each)
- Face masks – disposable masks for those students/faculty without personal masks
- Paper bags for mask storage
- Sufficient containers of Quaternary-alcohol germicidal sani-cloths or similar. Cavicide spray currently stocked in the EMS lab would also meet this need.
- Portable hand-gel stations (1 for each entrance/exit)
- Eye protection to be issued to students who do not have personal eye protection

Appendix U: DMS – Building 13

DMS Fall Schedule

Proposed Start: September 21-December 12
Days of Week: Wednesday 10:00am-1:00pm, Open Lab 1:00pm-4:30pm
Thursday 10:00am-1:00pm, Open Lab 1:00pm-4:30pm
Friday 10:00am-12:00pm, 1:00pm-3:00pm
Saturday 10:00am-12:00pm
Sunday 10:00am-12:00pm, 1:00pm-3:00pm

Staffing

Up to 2 faculty, 4 students, and 4 guests. There will be no greater than ten individuals in the laboratory at one time to ensure physical distancing. Student scheduling will be facilitated by an online shared document. See below for week 1 schedule.

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or Covid-19) and
- Has not been tested for the flu or Covid-19 and
- Has no known exposure (lives with someone who is symptomatic, or been exposed, or has been tested for flu and/or Covid-19)

Approved Instructional Faculty prep time

Wednesday and Thursday – 8:00am-10:00am, 4:00pm-6:00pm
Friday – 8:00am - 10:00am, 6:00pm-8:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Student Requirements

Students will complete TCC's COVID-19 Allied Health Student Canvas Course prior to participating in lab and will be required to complete it weekly thereafter. Students must complete the pre-screening and exit process each time they attend lab. Students must provide the following information during the pre-screening and exit process:

- SID and DOB
- Confirm training on social distancing was completed
- Agree to adhere to physical distancing policies
- Body temperature (this will be performed at the pre-screening station at building 14)
- Visited locations on campus
- Individuals interacted with on campus

Day Prior to Lab Questionnaire

The day prior to the student participating in lab, they must complete step one of the [health check screening](#) online form. Students will receive an email after completion of the questionnaire with a link for the next step in the process, “check-in”.

Check In

Students will arrive to campus 30 minutes prior to their lab start time wearing an approved mask and check in at the Security Pre-Screening Station at the entrance of building 14. Here you will complete the “Check-in” online Health Screening and input your temperature once taken by Public Safety. You will also receive a wristband for each day that you come to campus.

If “Yes” was answered to any question in the questionnaires, the program director, lab faculty or supervisor will contact you to reschedule lab and a medical follow-up would be encouraged per DOH guidelines. Students could return following the Reporting and Communication Protocol in Appendix G. The student will not be penalized for inability to attend the program session due to a “yes” answer. If all responses are “No”, students are approved to attend lab.

Entering Building 13

Students will enter building 13 from the first floor, west stairwell entrance. Only one student may proceed down the stairs at a time. Students will continue to the designated hand hygiene restroom on the lower level. The door will be propped open and both paper towels and disinfecting wipes will be available. Students will wash their hands for a minimum of 20 seconds and dry with paper towels. The use of wall mounted hand dryers will not be permitted.

Entering 13-23 DMS Lab

Once hand hygiene is performed, students will proceed to the “entry” side of the lab which will be partitioned off from the “exit” side by a physical barrier. Students will don gloves and walk directly to their scanning bay. Scanning bays will be separated with hospital curtains to maintain appropriate physical distancing.

Restrooms

Students needing to use the restroom will use the in-lab restroom only and notify the instructor to ensure there will be no crowding to allow for physical distancing. The restroom will have both paper towels and disinfecting wipes. The student will then proceed out the “exit” side of the lab, perform hand hygiene in the designated restroom, return to the lab, don gloves and proceed back to their scan bay.

Exiting 13-23 DMS Lab

Once the lab session is complete, students will use the appropriate disinfecting wipes to clean their machines, probes, gurneys and any other areas they had contact with. Once complete, they will proceed to the exit side of the lab, doff their gloves, continue to the designated restroom, perform hand hygiene, don gloves and exit the building through the main West Mildred doors.

Several areas of the building and campus will be inaccessible due to physical barriers. Student not complying with these or the above policies will be removed from lab and not able to return possibly resulting in failure of the program.

Exit Survey

Students will complete the exit questionnaire using the link contained within their check in confirmation email. Students must answer questions related to their location on campus and individuals they interacted with. Students not completing the exit questionnaire will not be allowed to participate in future labs.

Guest Policy

Students may bring guests into the lab to be scanned but they must be directly isolating with that person. They must also provide their guest with a copy of the check-in questionnaire to be turned into campus security at the Building 14 Pre-Screening Station. Any “Yes” responses will result in that individual not being admitted to campus.

Aside from using the restroom, student guests are not allowed to go into areas or interact with individuals without their student sponsor or lab instructor. Guests will also be required to adhere to mask wearing, hand hygiene and physical distancing requirements. Guests not complying with these or the above policies will be removed from lab.

Scan Model Policy

Students wishing to utilize the scanning models must communicate their request to their instructor prior to the day of the lab. The model will be provided to the student in the scan bay before the student arrives to campus and must be kept within that scan bay until the end of lab. Once appropriately decontaminated by the student, the lab instructor will decontaminate it a second time and place in the appropriate storage area. Students will be unable to remove models from the storage area.

Lab Preparations

Barrier method infection prevention and physical distancing of 6 feet between students will be adhered to at all times. Gloves and approved mask will be required at all times including entering the building, entering the lab and in any shared hallways/spaces. A table of PPE supplies will be located within the entrance to room 13-23 where donning will occur and outside the restroom designated for hand hygiene. Isolation gowns will also be available for those requesting it.

Use of physical boundaries and floor markings indicating entry and exit points will ensure physical distancing requirements are followed. Scanning bays will be pre-stocked with necessary scanning supplies to reduce unnecessary foot traffic.

All non-essential equipment/supplies will be removed from the scanning bays including tables and chairs. Students will be unable to access any furniture, desktops, countertops and supply areas and must remain in their scan bay or the restroom unless entering/exiting the building.

Signage related to PPE donning/doffing, handwashing and decontamination processes will be hung in the appropriate areas.

Facilities/Security Considerations

Both facilities and security will be notified weekly of the lab activity schedule to ensure screening and decontamination processes are available. Cordoned off areas, flow of student traffic, decontamination processes, laboratory waste disposal and signage will be completed and maintained by their staff.

Ultrasound equipment COVID-19 decontamination policies outlined by the American Institute of Ultrasound in Medicine can be found here-

<https://www.aium.org/officialStatements/57>

Workplace COVID-19 decontamination policies outlined by the Center for Disease Control can be found here-

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Appendix V: RS – Building 13

Proposed Range: September 17 – December 11, 2020
Days of Week: Monday – Thursday 8 am-4:30 pm
Friday 7 am – 2 pm

Staffing

1 faculty and 5 students per group, per room

Approved Instructional Faculty prep time

Monday-Thursday – 7:00am-8:00am, 5:00pm-7:00pm
Friday – 2:00pm-4:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Eligibility

- Any student who is asymptomatic (shows no signs of the flu or COVID-19) **and**
- Has not been tested for the flu or COVID-19 and
- Has no known exposure (lives with someone who is symptomatic, been exposed, or has been tested for flu and/or COVID-19)

Day of Lab

Pre-entry:

- Building 14 will be designed for health check questions, temperature scanning, and issuing of wristbands by Campus Safety.
- Faculty/staff/students would use appropriate PPE and physical distancing (eye protection, mask).
- Disposable masks would be provided upon entering the health check area for anyone without a personal mask. Students/faculty/staff would be encouraged to wear a personal cloth mask to campus. ³
- Online Health check questions would be asked followed by temperature scan (scanner does not touch forehead).
- If “YES” was answered to any question
 - Students, faculty, or staff would be sent home and rescheduled for lab. In addition, medical follow-up would be encouraged per DOH guidelines.¹
 - Students, Faculty, or staff could return following the Reporting and Communication Protocol in Appendix G.

Note: Prior to entering the room, students will be instructed not to gather in social areas of building 13 and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into lab. This will be strictly enforced

Entry Only At Building 13 Lower Level Doors

Area designated for handwashing & Additional PPE

(note: Masks are required prior to this point)

- Exterior Doors propped for minimal touch points
- Hand washing station
 - Minimum 20 second hand-wash using DOH/CDC guidelines⁵ and check-off by faculty/staff
- PPE Station – Requirements based on DOH/OSHA guidelines for medium exposure risk⁶
 - Gloves: Optional or mandatory when needed.
 - Eye Protection: Face Shields required.
 - Scrubs/Isolation gowns: As needed for specific skills where these are commonly used or when in close contact (< 6') with other students/faculty/Staff

(Note: Students will not be working closely with students. Each student will be assigned a patient station and will be working > 6' apart from other students)

Room Use (13-14 & 13-15 Radiology Lab)

These rooms would be reorganized to provide:

- Students will be limited to no more than 5 students per room so long as physical distancing is in place. One instructor per room.
- Tables and Chairs arranged to create a physically distanced working area for each student and instructor in the room.
- Instructors will arrive early enough to set up mannequins in student stations. No human actors will be used as simulated patients.
- Increased air movement through HEPA filtering systems as recommended by DOH⁸
- Equipment/supplies required for lab exercises will be stocked in student area (students will not be allowed in the general or large supply rooms)

Lab skills will be done using physical spacing with no exceptions. If station rotations are required, instructors will rotate to stations but this should be avoided whenever possible. Students will stay in their designated area.

Debriefing of simulations

- What can't be done via physical distancing will be done via Zoom meetings

Exit Only At Building 13 Lower Level Doors:

- Students will complete the online checkout process and be dismissed one at a time.
- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Cloth mask kept on until exit the building)
- `Open garbage container for disposable PPE

Lockers

- Students will not be allowed to bring items with them that cannot be kept on their person during lab.
- Students will not be allowed to access lockers. All required materials will be provided.

Restrooms

- Students will go to the restroom one at a time.
- Cleaning wipes will be available to wipe down restroom prior to use.
- Upon returning to lab, students will enter through the designated area, wash-hands and put on required PPE.
- Gender-inclusive bathroom next to Radiology lab only.

Standard Cleaning/Safety Preparation

(This does not apply if +Covid-19 confirmed in the area, separate protocols would be used)

Prior to the start of lab faculty/staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach solution only used if other options are not available)⁹ to wipe down:

- Entry/Exit area
 - Countertops, sink
 - Doors
 - Temperature scanner
- Lab areas
 - Individual designated student areas including bed, over bed tables, chair, headwall
 - Manikin or trainer
 - Equipment used (e.g. ventilator, test lungs)
 - Table/chair
- Supplies: will be placed in area after cleaning and using gloves to handle, any supplies that are reusable will be cleaned, reusable supplies that cannot be cleaned will now be one use only (i.e. split gauze pads)

Fall Schedule

Junior Students would attend lab 2 hours (2 Days) a week:

Senior Students would attend lab 2 hours (1 Day) a week & have Two, 1 hour workshops per Quarter:

Students split into 4 groups. Schedule on last page of this document.

- Group 1 (4 students):
- Group 2 (4 students):
- Group 3 (4 students):
- Group 4 (4 students):

Each student would be assigned a station in one of the identified rooms.

Students would stay in their stations, the entire period and work on:

- Simulated patient encounters required for minimum competency by accreditation
- Psychomotor skills required for minimum competency by accreditation and on certification testing
- Psychomotor skills testing recommended by the National Registry of ARRT and accreditation for completion by JRCERT.

Appendix W: Science (Chemistry and Microbiology)—Building 15

Staffing

Staffing is annotated on the Chemistry and Biology sections below.

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F.

Student Pre-entry

Check-in and health screenings will be done at the Building 14 (Public Safety) check in station. The check-in staff will have a list of students/faculty that have completed the pre-check. If the student is not on the list, then the student will not be able to participate.

Student/faculty/staff will use appropriate PPE (face covering).

- Disposable face coverings will be provided upon entering the health check area for anyone without one. Students will be encouraged to wear a personal face covering to campus.

Student/faculty/staff will complete a second Health Screening to re-acknowledge health questions and verify that they have completed the Safety Training, followed by a temperature scan documented on their online health screen, and issuing of a wristband.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G
- If after reviewing, the answer was no, then the student/faculty/staff would attend lab as planned.
- A temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their lab would be rescheduled.
 - The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Prior to entering Building 15, students will be instructed not to gather in social areas of buildings and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it is time to come into class/lab.

Student Entry in Class / Lab Building (North Side Entrance)

Students will enter through the Building 15 North Entrance and use the stairwell to proceed to the third floor. Face coverings are required whenever students enter the building. Upon entry, students will do hand hygiene before going up stairwell.

- Only one student is permitted in the stairwell at any given time.
- Every student will be required to use the hand-wash station in the lab for a minimum of 20 seconds using DOH/CDC guidelines and be checked-off by faculty/staff once entering the labs
- Additional PPE will be handed out to students and made available in the lab.
 - Face coverings: Required
 - Goggles and Aprons: Will be assigned to students and will be in use whenever chemicals are in the laboratory.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.

Choke Points and High-Risk Areas

Areas have been identified at all locations where employees and students typically congregate so that physical distancing will be maintained.

- Areas not in use will be blocked off to prevent access.
Floors have been marked with tape in these areas to ensure safe passage and physical distancing can be adhered to.

Student Exit (North Side Entrance)

- Students will dispose of non-reusable PPE in appropriate waste receptacles
- Students will exit Building 15 via the north side entrance (the same way they came in)

Chemistry (15-324)

Proposed Start: Fall 2020 (September 21st – December 4th, 2020)

CHEM& 261 Fall Schedule – Room 15-324

Section A:	Monday	9:00 am – 11:50 am
Section B:	Tuesday	4:00 pm – 6:50 pm
Section C:	Wednesday	9:00 am – 11:50 am
Section D:	Thursday	4:00 pm – 6:50 pm

Staffing

Dr. Kim Davidson and 6 students at a time.

There are 12 students in each section. However, only half of the students (maximum of 6) will attend lab at any given time. We expect to have a maximum of 6 students per lab in each of the following weeks:

September 29 – October 1

October 5 – October 8

October 12 – October 15

October 19 – October 22

October 26 – October 29

November 16 – November 19

- All regular lab safety rules will be in effect, including no food or beverage in the lab.
- Only six tables and six chairs will be in the lab, and they will be spaced appropriately.
- Students will work alone in each double-hood. Social distancing will be in effect at all times. There will be tape on the floor to indicate working area.
- Supplies for each lab will be provided in individual kits for each student.
- Goggles and aprons will be assigned to each student.
- Each student will have their own locker as well.
- Students will wipe down / disinfect their hoods and countertops at the end of each lab period. They will then wash their hands before leaving for the day.
- Only one lab session will occur per day, allowing for janitorial cleaning each evening.
- One student at a time will be allowed to use the restroom.
- When the lab is completed, students will wash their hands for twenty seconds prior to leaving.

Approved Instructional Faculty prep time

Monday- 7:00am-8:00am, 3:00pm-5:00pm

Tuesday and Thursday – 7:00am-8:00am, 7:00pm-8:00pm

Wednesday – 7:00am-8:00pm, 3:00pm-5:00pm

Microbiology (15-320)

Proposed Start: Fall 2020 (September 21st – December 4th, 2020)

Time for Lab Availability

Option 1: Tuesday 9:00 am – 11:50 am
Option 2: Wednesday 4:00 pm – 6:50 pm

The following two options will only open if there is a need.

Option 3: Monday 4:00 pm – 6:50 pm
Option 4: Thursday 9:00 am – 11:50 am

We expect to have a maximum of 6 students per lab in each of the following weeks:

October 5 – October 8
October 12 – October 15
October 19 – October 22

Staffing

Adrienne Scarcella and 6 students at one time.

Most students will be doing their labs at home. We are providing space for students that do not have a safe place to do their labs. Faculty will determine which students will need to use the TCC facility during the first two weeks of class. We will then determine a schedule to meet the student need.

- All regular lab safety rules will be in effect, including no food or beverage in the lab.
- There will be only one student per work-table for a maximum of six students.
- All central tables will be removed.
- Supplies for each lab will be provided in individual kits for each student.
- Goggles and aprons will be assigned to each student.
- Students will wipe down / disinfect their hoods and countertops at the end of each lab period. They will then wash their hands before leaving for the day.
- Only one lab session will occur per day, allowing for janitorial cleaning each evening.
- One student at a time will be allowed to use the restroom.
- When the lab is completed, students will wash their hands for twenty seconds prior to leaving.

Approved Instructional Faculty prep time

Monday - 7:00am-8:00am, 5:00pm-7:00pm

Tuesday, Wednesday, and Thursday – 7:00am-8:00am, 7:00pm-8:00pm

Appendix X: Art – Building 5

Date Range: September 21 – December 11, 2020
Days of Week: Monday – Thursday, 11:00 AM – 9:30 PM

Staffing

Staff will include the following:

- Assigned art faculty for the classes in building 5.

Approved Instructional Faculty prep time

Monday and Wednesday – 10:00am-12:00pm, 4:00pm-6:00pm

Tuesday and Thursday – 7:00am-9:00am, 4:00pm-6:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F

ART Pre-entry

Art faculty Training: Before students enter the teaching space, each faculty will do a walkthrough of the instructional area. Instructors will set up needed equipment, check on appropriate spacing of student spaces, and set up any other needed materials. Each faculty will spend a substantial portion of the first class portion orienting students to the procedures.

Art student Pre-entry: Check-in and health screenings will be done at Building 14 check in station. Check-in will not be available past 8:00 pm. The check in staff will have a list of students/faculty that have completed the pre-check. If not on the list then the student will not be able to participate.

Student/faculty/staff will use appropriate PPE (Face Covering).

- Disposable or cloth face covering will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face covering to campus.

Student/faculty/staff will complete hand hygiene at the check in station

Student/faculty/staff will complete a second Health Screening to re-acknowledge health questions and verify that they have completed the Safety Training, followed by a temperature scan and documented on their online health screen. They will also receive a wristband.

- If there are changes to the health screening answers the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.

- The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.
- If after reviewing, the answer was no, then the student/faculty/staff would attend lab as planned.
- A temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their classwork would need to be done online or given an alternate assignment.
 - The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Prior to entering the building students will be instructed not to gather in social areas of buildings and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into class/lab.

ART Student Entry and Exit: Building 5 (front building doors)

- The student will enter the Building 5, via the front doors.
 - Enter and exit doors will be indicated with signs
 - Entrance through South doors
 - Exit through north doors
- Art faculty will monitor the number of students in the building, allowing a maximum of 7 students in the classroom at a time.
- Face Coverings: Required by all students and faculty
 - The faculty member will give each student entering the space a face covering to wear if they don't have one.
- Hand sanitizer and hand washing will be provided in the lobby.
- Students will exit through the north lobby doors.
 - Leaving the building will be directed by the instructor, maintaining distancing of students
- Faculty will maintain an attendance log with dates and times of attendees.
 - Faculty will log students as they arrive to building 5.
 - Faculty will log as students leave building 5.
- Once the class session is complete, students will use the appropriate disinfecting wipes to clean their art equipment, chairs, and any other areas they had contact with. Once complete, they will proceed to the exit side of the building (south area), continue to the designated restroom, perform hand hygiene, and exit the building through the South lobby doors.
 - Students will complete the online "Checkout" health screening.
 - Students will be dismissed one at a time.

- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds.

ART Building 5 Use

- The entry way, lobby restrooms, classrooms # 4, 7.
- The furniture in the lobby will be removed so that students cannot linger.

ART Building 5 Equipment – some students and staff will be allowed to

- Access and use the print tools in classroom 7.
- Access and use the ceramics tools in classroom 4.
- Use TCC art classroom tables and chairs.
- All used equipment will be wiped down by art faculty, immediately follow in their use.
- Facilities is aware of touchpoints to clean between classroom use.

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Flow of traffic to and from the bathrooms will be indicated with signs and arrows

ART Building 5 Classes

- Only 7 or fewer students allowed in a class at one time
- Personal Protective Equipment (PPE)
 - All in attendance must wear appropriate PPE
 - Face covering required for all
- Hybrid designation of these art classes also builds in online activities
 - In case health concerns escalate
 - In case a student is not comfortable attending in person
- Social distancing will be required in all classrooms
 - 6x6 ft. individual area for all art students
- Only 1 faculty allowed in the classroom at a time
- Personal Protective Equipment (PPE)
 - All in attendance must wear appropriate PPE
 - Face coverings required for all students and face shields will be used by Faculty to be better heard by students.
- 5-7 Students will meet in the classroom for up to 1 hr.
 - At the conclusion faculty will
 - Wipe down any needed touch areas
 - Allow air to circulate by continuing to use exhaust fan.
- Hybrid designation of these art classes also builds in online activities
 - In case health concerns escalate

- In case a student is not comfortable attending in person
- Social distancing will be required
 - 6x6 ft. individual area for all individuals

Building 5 Sanitizing:

- Art department faculty and art students will
 - Wipe down any used art equipment
 - Print tools and equipment
 - Ceramics tools and equipment
- TCC Facilities staff will
 - Wipe down common use areas
 - Wipe down common touch points
 - Clean and sanitize bathrooms

Appendix Y: Music—Building 2

Date Range: September 21 – December 11, 2020

Days of Week: Monday – Thursday, 11:00 AM – 9:30 PM

Staffing

Staff will include the following:

- Assigned music faculty for the classes in building 2
- Accompanist hired to work with the TCC vocal students and ensembles
- Paid guest presenters
 - Will follow campus required temperature checks and required PPE (face coverings)

Approved Instructional Faculty prep time

Monday – 5:00pm-7:00pm

Tuesday and Thursday – 9:00am-11:00am, 1:00pm-3:00pm

Campus pre-arrival, check-in and checkout procedures

All Students, Faculty, and Staff must follow the Online Safety Training, Pre-arrival, Check-in, and Checkout procedures located in Appendix F

MUSIC Pre-entry

Music faculty training: Before students enter the teaching space, each faculty will do a walk-through of the instructional area. Instructors will set up needed equipment, check on appropriate spacing of student spaces, and set up any other needed materials. Each faculty will spend a substantial portion of the first class orienting students to the procedures.

Music student/faculty/staff Pre-entry: Check-in and health screenings will be done at Building 14 check-in station. Check-in will not be available past 8:00 pm. The check-in staff will have a list of those who have completed the pre-check. Anyone who has not will be unable to check-in.

Student/faculty/staff will complete a Health Screening at check-in to re-acknowledge health questions and verify that they have completed the Safety Training, followed by a temperature scan.

- If there are changes to the health screening answers, the student/faculty/staff would be rescheduled for work/lab and encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
 - The faculty, staff, or student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Student/faculty/staff will complete the online check-in where they will document their temperature.

- A temperature scan 100.4 F or higher would indicate a fever (by the CDC) and their classwork would need to be done online or given an alternate assignment.

- The faculty or staff would be encouraged to seek medical attention and inform their supervisor or program faculty and follow the Reporting and Communication Protocol in APPENDIX G.
- The faculty or staff student could return following communication outlined in Reporting and Communication Protocol in APPENDIX G.

Student/faculty/staff will use appropriate PPE (face covering).

- Disposable or cloth masks will be provided upon entering the health check area for anyone without these items. Students will be encouraged to wear a personal face mask to campus.

Prior to entering the building students will be instructed to wash their hands, to not gather in social areas of buildings, and to maintain 6' (or more) physical distancing. Students will be encouraged to stay in their vehicles until it's time to come into class/lab.

Stage 1: Effective September 21 until authorized by college President to proceed to Stage 2

BUILDING 2

Building 2 Music Student Entry and Exit: front lobby doors

- The student will enter the Building 2, via the front lobby doors.
 - Enter and exit doors will be indicated with signs and arrows
 - North lobby doors will be entrance
 - South lobby doors will be exit
- Music faculty will monitor the number of students in the building, allowing a maximum of 7 students in the building at a time.
- Face Coverings: Required by all students and faculty
 - The faculty member will give each student entering the space a mask to wear if they don't have one.
- Hand sanitizer and hand washing will be provided in the lobby
- Students will exit through the south lobby doors
 - Leaving the building will be directed by the instructor, maintaining distancing of students
- Faculty will maintain an attendance log with dates and times of attendees.
 - Faculty will log students as they arrive to building 2
 - Faculty will log as students leave building 2
- Once the class session is complete, students will use the appropriate disinfecting wipes to clean their music equipment, music stands, music chairs and any other areas they had contact with. Once complete, they will proceed to the exit side of the building (south area), continue to the designated restroom, perform hand hygiene, and exit the building through the South lobby doors.
 - Students will complete the online Health Screening checkout form and be dismissed one at a time.

- Area designated for students to remove disposable PPE and wash hands for minimum 20 seconds. (Mask kept on until exit the building)

Building 2 Areas of Use

- **Lobby:**
 - Used for entry and exit
 - Students will enter the building through the north lobby doors
 - The instructor will temperature check and log attendance
 - Students will use hand sanitizer upon entry of building 2
 - The instructor will direct the student to the assigned auditorium seat or stage seat
- **Lobby restrooms**
 - Only one student allowed to use at a time.
 - Exit to the lobby through the south
 - Entry back into the auditorium through the north
 - Flow of traffic indicated by signs and instructor directions
- **Auditorium Seats:**
 - Used for non-performance instruction (social/emotional and aesthetic learning)
 - Specified auditorium seats will be used, maintaining at least 6ft distancing between students
 - Signs will indicate what seats are to be used or not used
 - Only 8 seats will be available for use in the front middle section of the auditorium
 - The professor will direct traffic of students as they enter the building, and what seats they should use.
- **Stage area (STAGE 2 ONLY)**
 - Used for controlled ensemble rehearsals
 - Music chairs and music stands will be placed by the instructor
 - In taped off areas indicating required distancing
 - 6x6 for most instruments
 - 6x9 for trombones
 - Larger areas will be taped off and labeled for percussion use
 - Area of space depends on the equipment needed

Building 2 areas NOT to be used

- These areas will not be used in instruction and will be labeled with signs and taped off.
 - Back stage restrooms
 - Back stage lofts
 - Sound/light booth
 - Back stage exits (North, East, and South backstage doors)
- Furniture in the lobby will be removed

Building 2 Music Equipment to be Used (STAGE 2 ONLY)

- Access the acoustic piano on the building 2 stage
- Use TCC music stands and chairs
- Some percussion equipment
 - Musicians will provide their own mallets
 - Percussion equipment will not be shared
- Some sheet music may be provided at times, but will likely be scanned for student use
 - Returned music will be put in quarantine for at least 1 week
- All used music equipment will be wiped down by music students and/or faculty, immediately following their use

Restrooms

- Only one person at a time will be allowed to use the restroom. Staff will place signs on the student bathrooms informing students of this.
- The student will need to wash their hands using soap and water for a minimum of 20 seconds before exiting the bathroom.
- Flow of traffic to and from the bathrooms will be indicated with signs and arrows

Building 2 Music Instruction (not playing instruments) (STAGE 1)

- Only 7 students allowed at class at one time
- Personal Protective Equipment (PPE)
 - All in attendance must wear appropriate PPE
 - Face coverings required at all times
- Only 45 minutes of instruction for each group of student
 - First rehearsal group meets for up to 45 minutes
 - Take 15 minute break
 - Students exit building at this time
 - Faculty will sanitize any needed touch areas
 - Allow air to circulate
 - Might need longer time depending on air exchange analysis
 - Group 2 meets for next 45 minute session
 - Sanitizing process repeated after this session
- Hybrid designation of these music classes also builds in online activities
- Social distancing will be required
 - 6x6 ft. individual area for all musicians
- Instructor will use microphone and PA for teaching directions

Building 2 Music Rehearsals (playing instruments in groups) (STAGE 2 ONLY)

- Only 7 students allowed at rehearsal at one time
- Community volunteer musicians will not be allowed on campus, and can participate via remote tools
- Personal Protective Equipment (PPE)

- All in attendance must wear appropriate PPE
- Face Coverings required for all
- Water keys will be emptied into personal cloths, or puppy pads
- Brass bell covers will be required
- Woodwind shields will be encouraged
- Only 30 minute rehearsals for each group of students
 - First rehearsal group meets for up to 30 minutes
 - Take 30 minute break
 - Students exit building at this time
 - Wipe down any needed touch areas
 - Allow air to circulate
 - Might need longer time depending on air exchange analysis
 - Group 2 meets for next 30 minute session
 - Sanitizing process repeated after this session
- Hybrid designation of these music classes also builds in online activities
- Physical distancing will be required
 - 6x6 ft. individual area for all musicians
 - 6x9 ft. individual area for all trombone players
- Instructor will use microphone and PA for teaching directions

Building 2 Music Rehearsals (playing instrument in solitary practice) (STAGE 2 ONLY)

- Only 1 student allowed to practice at one time in building 2, on stage area
- Personal Protective Equipment (PPE)
 - Student must wear appropriate PPE
 - Face Coverings required
 - Water keys will be emptied into personal cloths, or puppy pads
 - Brass bell covers will be required
 - Woodwind shields will be encouraged
- Only 60 minute rehearsals for each student
 - Take at least 30 minute break before next practice session or class
 - Wipe down any needed touch areas
 - Allow air to circulate
 - Might need longer time depending on air exchange analysis
 - Sanitizing process repeated after this session
 - Student exit building at this time
- Student will be trained to
 - Music faculty will help train any music students needing practice space to:
 - Follow TCC health check process
 - Follow sanitizing process for music equipment
 - Follow Music Dept. communication process
 - Coordinate with Music Dept. Chair for allowed practice times
 - Log arrival and departure dates and times

- Communicate with TCC Security to access Building 2
 - Communicate arrival to open building
 - Communicate leaving campus to secure building

Building 2 Equipment needed

- Music Department will use a portable PA system to amplify instruction and announcements.
- Face coverings – disposable masks for those students/faculty without personal face coverings
 - Music specific masks purchased if possible
- Sufficient containers of Quaternary-alcohol germicidal sani-cloths or similar, or Cavicide spray.
- Portable hand-gel stations (2 in the lobby of building 2, placed by entrance and exit doors)

Building 2 Sanitizing

- Music department faculty and music students will
 - Wipe down any used music equipment
 - Music stands
 - Music chairs
 - Percussion instruments
 - Piano or keyboards
 - PA equipment
- TCC Facilities staff will
 - Wipe down common use areas
 - Wipe down common touch points
 - Clean and sanitize bathrooms

Appendix Z: References/Additional Information

¹ Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

² **How to Discontinue Home Isolation**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

³ **Face Cloth Coverings**

The DOH recommends cloth face coverings when in public settings where maintaining 6 feet of distance from others is not possible.

Guidance on Cloth Face Masks from the Washington State Department of Health

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

⁴ **Temperature 100.4 or higher**

Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>

⁵ **Hand washing**

Fight Germs. Wash Your Hands Demonstration <https://www.cdc.gov/handwashing/videos.html>

Covid-19 Handwashing PSA (CDC) <https://www.youtube.com/watch?v=7n4NBkxg2RQ>

⁶ **Medium Exposure Risk**

The DOH recommends OSHA 3990-03-2020 Guidance on Preparing Workplaces for COVID-19 for information on the type of PPE that should be provided.

There are 4 classifications: Very high exposure risk, high exposure risk, medium exposure risk and lower exposure risk.

Very high exposure risk: healthcare workers performing aerosol-generating procedures, those collecting or handling specimens from known or suspected COVID-19 patients, morgue workers performing autopsies on bodies of people who are known to have or suspected of having COVID-19 at time of death.

High exposure risk: Healthcare delivery and support staff exposed to known or expected COVID-19 patients, medical transport workers, mortuary workers involved in preparing the bodies of suspected or known COVID-19 patients at the time of death.

Medium exposure risk: Require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19. In areas where

there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

PPE recommendation for Medium exposure risk: may need to wear some combination of gloves, a gown, a facemask, and/or a face shield or goggles. This will vary by work task. In a rare situation that would require use of respirators (N95).

Low exposure risk: do not require contact with people know to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e. within 6 feet) of the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Note: we are in an area with ongoing community transmission and are to assume those we come into contact may have COVID-19 so this exposure risk was not designated.

PPE recommendations: PPE is not recommended for workers in the lower exposure risk group. They should continue to use PPE, if any, that they would normally. *exception is the cloth masks now being recommended for in public, especially if less than 6 feet cannot be maintained

2020 Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

7 Industrial Tape

Blue painters' tape could be used for temporary identification of individual student lab areas, issues with this will be the need for continuous check for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas should also be considered.

8 Fans

Recommendations and Guidance to Protect Critical Infrastructure Workers during COVID-19 Pandemic

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GuidanceEssentialBusinessesProtectEmp.pdf>

9 Cleaning

Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

[Appendix AA: Copier Cleaning Guidelines](#)

Device Cleaning – Best Practices for Maintaining Health & Safety

Regularly clean all areas of your multifunction devices that may be touched by users, including control panels, covers, and jam locations as well as areas that may be touched when routinely changing out paper and toner supplies. **Here are some key tips to guide you:**

- Make sure the device is powered down and unplugged before cleaning
- Use a lint-free or microfiber cloth sprayed with a 70%+ solution of isopropyl alcohol
- Use only glass cleaner on the scan glass of the device
- Use disposable gloves when cleaning

Wash hands regularly and avoid touching your face or mouth after using all office equipment in work environments. We encourage you to work with your Canon Solutions America representative to identify best practices and simplify integration when using these tools. Canon Solutions America is committed to employee safety and information security.