

Walla Walla Community College

SAFE BACK TO SCHOOL PLAN

Fall 2020



WWCC Reentry Planning Task Force
8-31-2020

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Revisions

WWCC’s Task Force will review this plan biweekly, at a minimum, to determine if changes or updates are needed. Those revisions will be recorded in this space with the revision type, location, and date.

Department of Labor and Industries (L&I), the Occupational Safety and Health Administration (OSHA), and the Center for Disease Control and Prevention (CDC).

WWCC's primary focus is to protect the health and safety of our campus community. This plan provides information for employees and students on how WWCC plans to keep the campus community safe and productive as we return to a new campus environment. WWCC's guiding principles are:

- Prepare to reopen the physical campus based on public health and government guidelines and policies, including facility safety improvements and operational safety protocols
- Manage and control access points for safety and to reduce cross-contamination
- Implement physical distancing campus-wide to reduce the spread of COVID-19
- Reinforce proper hygiene and safety protocols
- Prepare our students and employees for a safe return to campus and learning spaces
- Work together to ensure the health, safety and well-being of our students and employees
- Communicate the plan to our campus community
- Work closely with local public health departments to ensure best practices

Reentry Levels & Triggers

The safety of our campus community is the main priority when considering how and when to reopen WWCC campuses. WWCC will continue to monitor the spread of COVID-19 on campus and in the community. Resuming operations on site will be a systematic process that considers factors that include but are not limited to; ability of employees to complete their job from home, ability of classes to be taught online, office and building safety and statewide guidance based on COVID-19 trends. All employees are still strongly encouraged to remote work if their position allows them to do so.

WWCC has established four levels that comply with the phases of the Washington Safe Start Plan and the Governor's Higher Education Plan. Movement between levels will be based upon the identified triggers.

Level One

Level 1: Minimal Reentry

Essential Staff onsite to prepare/maintain the physical building, obtain needed supplies and communicate with staff. Essential instructional programs, approved by the Governor of the State of Washington, and complying with requirements may resume only those instructional activities that do not require employees and students to be closer than six feet together.

Level Two

Level 2: Limited Reentry

Prioritized re-entry for staff who are unable to perform work functions effectively while remote working. All non-lecture based higher education and workforce training, including those activities for which physical distancing may not be maintained, is authorized to resume.

Level Three

Level 3: Expanded Employee Reentry

With sustained improvement in COVID-19 trends, allowance for staff to work in the office for improved functionality and service delivery following all physical distancing, staggered schedules and sanitation requirements.

Level Four

Level 4: Full Reentry

Programs may resume general instruction, to include in-person classroom instruction, lectures and similar educational gatherings, only if they implement, follow, and enforce all requirements. Visitors may resume access to the campus.

Triggers to Lower Reentry Levels

- Increases in COVID-19 transmission on campus occurring at a rate greater than the local community
- Evidence that the campus community is disregarding physical distancing and PPE requirements
- Insufficient availability of COVID-19 testing by the local/state public health authorities due to logistics, supply chain or other factors
- Insufficient healthcare capacity within the local healthcare facilities
- Inability to meet local, state or federal mandates
- Insufficient availability of PPE, cleaning or sanitation supplies due to supply chain issues
- Facility issues that affect proper hygiene, sanitation, or availability of space (i.e. fire, loss of power, etc.)

Triggers to Raise Reentry Levels

- Decreases in COVID-19 transmission on campus occurring at a rate lower than the local community
- Evidence that the campus community is observant of physical distancing and PPE requirements
- Sufficient healthcare capacity within the local/state healthcare facilities
- Ability to meet local, state or federal mandates
- Surplus availability of PPE, cleaning or sanitation supplies due to recovery of supply chain shortage
- Broad availability of a vaccine or treatment for COVID-19

Reporting Concerns

Students may report concerns related to the WWCC COVID-19 response directly to their instructors and employees may report concerns directly to their supervisors. All individuals may also report concerns, safety issues or violations regarding this plan and the College's response to the WWCC

COVID-19 Supervisor, Jacquelyn Meier, Director of Security and Environmental Health and Safety at 509-526-7233 (SAFE) or campussafety@wwcc.edu.

Campus & Building Access

Due to reduced occupancy levels and the continued spread of COVID-19, college buildings and facilities will be restricted to college employees and students and essential college functions. The following restrictions on building and campus access will apply to the WWCC campuses:

- Visitors will be limited and the buildings may be closed to the general public until the College moves to Level 4
- Facilities and buildings on the Walla Walla and Clarkston campus that are not being used will remain closed
- Entrances to each building will be restricted to a few designated entry and exit points
- Generally, the main office building at each campus will operate under limited daily access hours, Monday – Friday from 7:30am – 5:30pm; Exceptions outside these hours may be approved by the Executive Leadership Team

Daily Screening Log & Health Attestation

WWCC will screen all employees, students, and visitors in accordance with the Washington State Department of Health requirements. All individuals coming on to campus must enter buildings through specified entrances and log their location(s), information for contact tracing, and attest to being symptom free. WWCC will:

- Require all individuals to stay home, or leave campus immediately, and seek medical or local public health guidance if they are sick, experiencing mild symptoms of illness, or are experiencing any known symptoms of COVID-19
- Designate specific entry points for access; Building Monitors will be available at these entrances to ensure completion of daily screening log and assist with questions
- Approved entrances will have a QR code available to complete the daily screening log
 - Using a smart phone, take a picture of the code and the daily screening log will open
 - Once submitted, you are free to enter
- The Daily Screening Log may also be found at www.wwcc.edu/dsl or under “Forms” in CCNET
- For those who lack smart phones or do not complete the form online prior to arrival, a laptop will be available at approved entrances to complete the form; the laptop must be sanitized after every use
- The Daily Screening Log information will be kept confidential by the college and be maintained for 28 days; it will be used to notify persons who may have been exposed to a suspected or confirmed case
- Confidentiality will be maintained at all times

Attestation Questions:

- Do you have any of the following symptoms that are not caused by another condition? (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, a sore throat, congestion, nausea or vomiting, diarrhea)?
- Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? (Contact is being 6 feet or closer for more than 15 minutes with a

person, or having direct contact with fluids from a person with COVID-19, for example, being coughed or sneezed on)

- Have you had a positive COVID-19 test for active virus in the past 10 days?
- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If someone answers “Yes” to any of the screening questions:

- The individual will be asked to leave immediately and to contact their health care provider or the local health department
 - Walla Walla County Public Health: 509-524-2650
 - Asotin County Public Health: 509-243-3344
- The Building Monitor will tell the individual to contact their supervisor or instructor
- The Building Monitor will then notify Campus Security at 509-526-7233
- Campus Security will follow the WWCC response protocols for a suspected or positive case

Procedure for Sick Employees or Students

WWCC will depend on individuals to report when they have a confirmed or suspected case of COVID-19. If you have a confirmed or suspected case of COVID-19:

- Please stay home or leave campus immediately
- Contact your supervisor or instructor. This information will remain confidential
- Contact your health care provider or local department of health
- Get tested for COVID-19 and follow all guidance from public health officials

WWCC is required to notify the local health department within 24 hours if WWCC suspects COVID-19 is spreading in the workplace or if we are aware of two or more employees, students or visitors who develop confirmed or suspected COVID-19 within a 14-day period. This includes all persons who have been on campus and report a positive test result. WWCC will inform involved persons about the notification and what information (if any) was shared.

WWCC Response Protocols for a Suspected or Confirmed Case

In the event of a suspected or confirmed case within our campus community, WWCC will take the following steps:

- Campus Security, or designee, will contact the local health department to receive specific guidance for how to proceed for the rest of the campus and determine if temporary closure of facilities is needed
- Initiate cleaning and disinfecting protocols as stated in **Appendix A**
- If asked by Public Health, WWCC may assist in identifying close contacts to the individual
 - WWCC may identify and notify people they have been in close contact with on campus; close contact is defined as someone the infected person had face-to-face contact with within 6 feet for more than 15 minutes
 - WWCC may locate contact information for the people identified as possible close contacts
 - The local health department will make the official determination on who is considered a close contact
- If WWCC is needed to assist in notification of close contacts, WWCC will
 - Keep the name of the person who tested positive confidential

- Tell the individual they have contacted the local health department and will be in contact with further instructions
- Ask that they go home and work or attend class remotely
- Ask that they follow any guidance that the health department gives them
- Refer them to any internal resources or guidance
- WWCC will communicate a confirmed or suspected positive case by notifying all students, employees or visitors who were in close proximity to the infected individual via the college e-mail system

Returning to campus after having suspected signs of COVID-19:

A student or employee who had signs of suspected or confirmed COVID-19 can return to campus when:

- 10 days since symptoms first appeared **and**
 - 24 hours with no fever without the use of fever-reducing medications **and**
 - Other symptoms of COVID-19 are improving
 - Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
- OR**
- A health care provider provides a note that the individual does not have a contagious illness and the symptoms the individual exhibited are not because of COVID-19.

When to Self-Quarantine

Self-quarantine occurs when you have had close contact with someone who is sick with COVID-19.

What constitutes close contact?

- You were within 6 feet of someone who is COVID positive for at least 15 minutes
- You provided at home care to someone who is COVID positive
- You had direct contact – touched, kissed, hugged, or shared eating or drinking utensils – someone who is COVID positive
- Someone who is sick with COVID coughed, sneezed, or otherwise transferred respiratory droplets on you

If you had close contact with someone who tested positive for COVID-19 but you are not sick:

- Stay home and away from others; check yourself for fever, cough, and shortness of breath for 14 days from the last day you had close contact with the person
- Do not come to campus and avoid public places for 14 days

When to Isolate

If you had close contact with someone who tested positive for COVID-19 and are now sick:

- Stay home and away from other people, including household members (self-isolate), even if you have very mild symptoms
- Contact your health care provider to get tested; tell them you were exposed to someone with COVID-19 and are now sick
- If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:
 - It's been at least 24 hours with no fever without using fever-reducing medication *and*
 - Your symptoms have improved, *and*
 - At least 10 days have passed since symptoms first appeared

- If you test positive for COVID-19, but have not had any symptoms, you can end home isolation when:
 - At least 10 days have passed since the date of your first positive COVID-19 test *and*
 - You have had no subsequent illness.

Indirect Contact:

If you had indirect contact with someone who had contact with someone who tested positive for COVID-19 but are not sick:

- Self-monitor and contact your healthcare provider if any symptoms develop
- You are not required to self-isolate or self-quarantine unless you develop symptoms

Facility Modifications

WWCC has provided additional equipment and made modifications to prevent the spread of COVID-19 in our campus facilities. Physical cues, decals and signage have been posted to ensure safe practices throughout campus. Our facilities management actions include workspace modifications and an increased level of cleaning and disinfection services. In addition:

- Hand sanitizer dispensers have been positioned at every building entrance, department office space, and common areas that are being utilized
- Every other urinal and sink have been closed to encourage physical distancing in the restrooms.
- Plexiglas barriers have been installed at service counters across campus
- Chairs and tables in dining and common areas have been reduced to maintain physical distancing.
- Classrooms, labs, workstations, and office spaces have been adjusted to ensure a minimum six feet of separation

Communication

WWCC uses various channels to communicate with employees and students. Communication regarding the operations and practices in response to COVID-19 will come in many forms before, during and after the return of employees and students.

Information will be disseminated to the campus community as follows:

- WWCC will primarily communicate Information to the campus community through the college email system.
- The plan will be posted on WWCC's [COVID-19 webpage](#), messaged out through Canvas and will be posted on WWCC's social media pages.
- Important updates and changes will also be disseminated via the above channels.
- Information regarding case exposure for employees will be sent out by Human Resources.
- Information regarding case exposure for students will be sent out by the communications team.
- Clery required notifications and emergency information (such as temporary building closures) will also be disseminated to students and staff through the WWCC Alert system.
 - To sign up for alerts, or to update your contact information, please visit www.wvcc.edu/alerts.

Signage

Signage will be posted throughout campus reminding employees and students of the shared responsibilities while they are on campus. WWCC will post signs as follows throughout campus:

- Decals, markers or signage to encourage six feet of spacing for physical distancing will be posted at/in student services counters, elevator lobbies and stairwells, cafeteria and other shared spaces
- Hand washing and proper hygiene signage will be posted in restrooms
- Proper sanitation signage (wipe down tables and chairs after use) will be posted in common areas and any shared spaces
- Wash your hands, cover your cough/sneeze, stay home if you're sick, facial covering requirements, COVID-19 general information and shared on-campus responsibility signage will be posted throughout buildings
- OSHA/WSDOH signage will be posted in the cabinet outside of Admissions
- Signage regarding entrance and exit locations for the buildings will be posted in parking lots
- Signage regarding facial covering requirements, daily screening information and where to report concerns will be posted at entrances

Operational Safety Protocols

Maintaining a safe campus is a responsibility we all share as we continue operations in the COVID-19 era. The following are the operational safety protocols that WWCC has implemented:

- Increased cleaning and disinfection of frequently touched surfaces in high traffic areas
- Supplying additional cleaning products for departments and programs to ensure increased sanitation of work and classroom spaces
- Employees are responsible for routinely cleaning and disinfecting their own workstations, keyboards, telephones, and desk surfaces
- Adoption of the CDC process for enhanced cleaning and disinfecting after persons suspected/confirmed to have COVID-19 have been in the facility (**Appendix A**)
- Appointments will be required for students utilizing on-campus services until Level 4.
- All students and employees must complete safety training prior to returning to campus; the training is available in Canvas at <https://wwcc.instructure.com/enroll/3NPPR8>
- Information regarding specific instructional programs and non-instructional departments, services and programs can be found in **Appendix F**.

Cleaning & Disinfecting

WWCC has established campus-wide cleaning and disinfecting protocols. Custodial Services provide regular ongoing cleaning and disinfection of common areas such as entries, restrooms, etc. Cleaning and disinfection of offices, labs, classrooms, break rooms and individual workspaces will be the responsibility of the employees or students assigned to or utilizing the space. Every member of the WWCC community has a joint responsibility for sanitation in their own work or study area and when using shared resources. Cleaning and disinfecting supplies will be available to aid in completing basic cleaning and disinfection of surfaces. When there is limited availability of custodial staff building use may be reduced in terms of opening hours, occupancy, and number of rooms/spaces being utilized. All supplies will be ordered by the Purchasing Department to ensure that the products are approved by WWCC and that all SDS information has been reviewed, approved and documented.

Regular ongoing cleaning and disinfecting protocols are provided in **Appendix B**.

Physical Distancing Protocols

Minimizing close contacts and personal interactions will help prevent the spread of COVID-19. Current CDC and Health Department guidelines require a six-foot separation to comply with physical distancing guidelines. All departments and programs will create a plan to ensure they can adhere to six-foot physical distancing requirements. All areas should focus on eliminating lines and crowding of areas if at all possible. Departments and programs may need to minimize people in workspaces and classrooms/labs. Suggested physical distancing strategies are cited in **Appendix C**.

Face Coverings

WWCC requires all students, employees, and visitors to wear face coverings at all times while in public or shared spaces on campus unless they are working alone or doing so would damage their health. Individuals are considered to be working alone when they're isolated from interaction with other people and have little or no expectation of in-person interruption. Examples of working alone include a person by themselves inside an office with four walls and a door or a lone worker inside of a cubicle with four walls (one with an opening for an entryway) that are high enough to block the breathing zone of anyone walking by, and whose work activity will not require anyone to come inside of the cubicle.

WWCC will provide face coverings to individuals who are authorized to be on campus but did not arrive with one. Employees and students are expected to retain and properly clean and disinfect the face covering/s provided to them by WWCC. **Appendix D** provides additional information on face coverings, their proper use, and cleaning and disinfection.

Face Coverings Accommodations

WWCC understands not everyone may be able to wear a face covering due to disability or medical reasons. Individuals with verifiable medical conditions may receive specific accommodations which state they do not need to wear a face covering. If an accommodation is permitted, an alternate face covering may be provided. There is no ADA accommodation for persons who object to face coverings for political or personal reasons.

Students with disabilities requesting an accommodation will be directed to contact campus Disability Support Services (DSS): Walla Walla Campus, Bobbie Sue Schutter, 509-527-4262, bobbiesue.schutter@wwcc.edu; Clarkston campus: Heather Markwalter, 509-758-1721, heather.markwalter@wwcc.edu. DSS staff will work with students who qualify for accommodations to identify an alternative learning situation.

Employees requesting an accommodation will be directed to the WWCC Human Resources office at HR@wwcc.edu.

Accountability

WWCC has a responsibility to comply with all requirements set by State of Washington and Public Health agencies. Failure to do so could result in fines, penalties, or temporary closure. Exemptions are allowable for individuals who are unable to follow the requirements due to a documented disability or medical reason.

- If a student does not comply with a directive for wearing an appropriate face covering, does not follow physical distancing requirements or does not comply with safety requirements, it will be

considered a student conduct issue and the employee will direct the student to leave immediately and contact the administrator/supervisor for their department

- Students with disabilities may seek an accommodation by following the process cited above
- If an employee does not comply with a directive for wearing an appropriate face covering, does not follow physical distancing requirements or does not comply with safety requirements, the supervisor will direct the employee to leave immediately and contact Human Resources at HR@wwcc.edu
- If a visitor does not comply with a directive for wearing an appropriate face covering, does not follow physical distancing requirements or does not comply with safety requirements, the employee will direct the person to leave immediately.
 - Campus Security can assist with non-compliant individuals and can be reached at 509-526-7233

Travel

WWCC has suspended all non-essential work travel for all WWCC employees due to the ongoing COVID-19 pandemic. The Executive Leadership Team is responsible for determining what is considered essential travel for all College employees. At this time, WWCC has not imposed any restrictions on personal travel for students or employees.

However, all students, employees and visitors should be aware that travel increases your chances of getting and spreading COVID-19. If you must travel, please do safely. Review updated [CDC information for travelers](#), including [FAQ for travelers](#), and consult with state and local health officials. Some states have imposed quarantine restrictions on travel to their state. Individuals traveling to these areas or returning from travel to areas with community spread of COVID-19 must follow the guidance they have received from health officials. All individuals should avoid travel to high risk areas and adhere to local public health guidelines regarding quarantine upon return.

To protect yourself and the WWCC campus community, limit or avoid non-essential travel and do not travel if you are sick or have been around someone with COVID-19 in the past 14 days. If you must travel:

- Wash your hands frequently with soap and water, or use hand sanitizer
- Avoid touching your eyes nose and mouth
- Avoid close contact with others
- Wear a cloth face covering
- Cover coughs and sneezes

Non-Instructional Events

At this time, campus facilities will not be available for external community events. College gatherings and events of any size should not be held unless absolutely necessary and must be approved by the Executive Leadership Team. WWCC will continue to utilize electronic communications, such as phone, conference calls, emails, or zoom features instead of in-person meetings. If a one-on-one meeting is required, attendees should practice the minimum separation of 6 feet, use face coverings and limit the meeting duration to less than 15 minutes.

WWCC has also cancelled field trips, assemblies, special performances and other large in person gatherings, and suspended activities that would require students to remove face coverings and are considered high risk (such as choir performances) until Level 4.

Athletics

WWCC athletics will not participate in athletic competition this fall, with the hope that many student-athletes will have the opportunity to participate in a postponed fall sports schedule in spring 2021. Coaches will be in contact to share further information about how this decision impacts training and practice for the fall with their athletes. WWCC plans to resume athletic activities in January.

Recreation Center/Tone Zone

The Recreation Center, Tone Zone and other fitness centers on campus will remain closed until at such point that it can be safely reopened according to the imposed occupancy levels and state guidance regarding the reopening of recreation centers.

Other Resources

[SBCTC Issue Brief \(Q&A\) - 11/17/2020](#)

[Governor's Safe Start Guide V4 \(WWCC employee guidance\)](#)

[Governor's Higher Education Proclamation 20-12.2](#)

[SBCTC Issue Brief \(Q&A\) - 9/28/2020](#)

[SBCTC Issue Brief \(Q&A\) - 7-31-2020.pdf](#)

[SBCTC Issue Brief \(Q&A\) - 7-16-2020.pdf](#)

[Governor's Safe Start Phase 3 Business Template.pdf](#)

[L&I COVID-19 General Workplace Requirements.pdf](#)

[OSHA COVID-19 Workplace Guidance.pdf](#)

[Higher Education Workgroup Campus Reopening Guide](#)

[L&I Face Covering & Mask Requirements](#)

Appendix A – Cleaning and Disinfection Protocols for Suspected or Confirmed Cases

Cleaning and disinfecting a building or facility if someone is sick:

- Close off areas used by the person who is sick
- Open outside doors and windows to increase air circulation in the area
- Clean surfaces using soap and water, then use disinfectant
- Wait 24 hours before you clean or disinfect; if 24 hours is not feasible, wait as long as possible

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
 - For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2^{external icon}. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces
- Temporarily turn off in-room window-mounted or on-wall recirculation HVAC to avoid contamination of the HVAC units
- Do not deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- **If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.**
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

When Cleaning

- All will be trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Clean surfaces using soap and water, then use disinfectant.

- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Special note on use of disinfectants:

- Use only EPA-registered household disinfectants
- Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations.

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
 - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Appendix B – Regular Ongoing Cleaning & Disinfecting Protocols

All employees will wear disposable gloves while cleaning and disinfecting, which should be removed and discarded after use. All employees will wear protective eye gear while cleaning if splash hazards are present. Opening windows while cleaning will help to increase air circulation.

General protocols for all employees and students:

- Frequently clean and disinfect your areas
- Avoid shared tools/equipment
- Follow all safety directions for the cleaning supplies provided

Custodial staff and/or department staff will clean and disinfect campus buildings more frequently to reduce the spread of pathogens via frequently touched surfaces. Specific attention will be paid to the following:

Soft surfaces, such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces
- Launder items (if possible) according to the manufacturer's instructions and use the warmest appropriate water setting and dry items completely *or*
- Disinfect with an EPA-registered household disinfectant
- Vacuum as usual

Electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics
- Follow manufacturer's instruction for cleaning and disinfecting
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol; dry thoroughly
- Computer lab monitors will be responsible for disinfecting lab spaces after each individual use.
- Computers (monitor, entire keyboard, mouse, peripherals) and the work surfaces will be sanitized before and after each use

Laundry

- Launder items according to the manufacturer's instructions using the warmest appropriate water setting and dry items completely
- Wear disposable gloves when handling dirty laundry from a sick person; do not shake dirty laundry
- Dirty laundry from a person who is sick can be washed with other people's items
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away

Dining Areas

- Tables, chairs and microwaves

Elevators & Stairwells

- Exterior and interior buttons, controls and handrails

Common Areas

- Vending machines, tables, chairs, door crash bars, ADA buttons

Restrooms

- Toilet paper dispensers, hand soap dispensers, sanitary protection dispensers

Specialty Program Labs (Diesel, Nursing, etc.)

- Staff and students will be responsible for disinfecting and cleaning their class spaces in between use and to ensure cleaning of shared tools or workplaces

Classrooms

- Surfaces of classroom areas will be sanitized prior to and after use by the instructor and or student; specific attention will also be paid to doorknobs, light switches, tables, chairs, and podiums

Offices

- Individual office residents will be responsible for cleaning their areas with specific attention being paid to computer keyboards, monitors, mouse, and office phone

Customer Service Counters

- Counters will be wiped down after each individual has finished their transaction by the department representative

Employee break areas

- Individual employees will be responsible for cleaning any break areas after use; special attention will be paid to microwaves, coffee pots, refrigerators, toasters, and stove tops

Appendix C – Physical Distancing Strategies

WWCC has developed the following strategies for departments and programs on campus in order to maintain the required physical distancing.

Below are physical distancing strategies that will encourage safe personal interactions for **employees** returning to campus:

- Implement an alternative work schedule:
 - Alternate remote work days – employee schedules managed at the department level
 - Hybrid remote work/On-Site Work – morning shift until noon, afternoon shift begins at 1pm
- Physical distancing will be maintained at all times by:
 - Relocating employees to vacant workstations to maintain physical distancing
 - Changing employee schedules for staggered arrival, breaks and departure

Below are physical distancing strategies that will encourage safe personal interactions for **departments** returning to campus:

- Limit in-person availability to comply with physical distancing and safety requirements
- Utilize virtual office hours and zoom rooms
- Require appointments for in-person services that cannot be completed remotely

Below are physical distancing strategies that will encourage safe personal interactions for **instructional programs** returning to campus:

- Set up all instructional workspaces to provide at least a six-foot distance between all students, instructors, and employees
- Space individual worktables, workstations or equipment at least six feet apart to minimize interactions

- Limit class sizes to ensure physical distancing is maintained
- Only allow one class of students in the instructional areas during designated class time

Appendix D - Face Coverings

Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings along with other preventive measures, including physical distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

Please note the following general guidance regarding use of face coverings, surgical masks, and N95 respirators.

- A cloth face covering is typically a reusable item made from cloth fabric; this is the appropriate protection for most employees and should be laundered daily after use
- A disposable surgical mask is a disposable face covering approved for health care environments; WWCC generally reserves these masks for healthcare related programs but may be used by other individuals as a temporary measure when cloth face coverings are unavailable.
- An N95 respirator is a device evaluated, tested and approved to reduce the wearer's exposure to fine particles; and is not appropriate or necessary for most
- Face coverings and other PPE procurement and distribution for all departments and all campuses is coordinated through the College's Purchasing Department
- Employees working with deaf or hard of hearing peers or students may temporarily remove masks during communicating to accommodate facial expressions and lip reading

Proper use of face coverings:

- Wash your hands before putting on your face covering
- Face covering should cover your nose and mouth and be secured under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Don't put the face covering around your neck or up on your forehead
- Don't touch the face covering; if you do, wash your hands or use hand sanitizer to disinfect

Take off your cloth face covering carefully when you are at home:

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

Appendix E – COVID-19 Specific Job Descriptions/Chain of Command

WWCC COVID-19 Supervisor

President Dr. Chad Hickox has designated Jacquelyn Meier, Director of Security and Environmental Health and Safety, as the WWCC COVID-19 Supervisor. She is responsible for monitoring and updating the Safe Back to School Plan and ensuring compliance.

COVID-19 Program Supervisors

COVID-19 Program Supervisors will be designated for each program area; additional Program Supervisors may be appointed as necessary. Each Program Supervisor will oversee the enforcement of the Safe Back to School Plan for their program area students and staff. The Program Supervisor will be reachable at all times while their programs are operating on campus. Program Supervisors shall direct concerns, needs, or questions to the WWCC COVID-19 Supervisor for resolution. Training will be provided for this role.

COVID-19 On-Site Supervisors (i.e. office spaces, classrooms, etc.)

COVID-19 On-Site Supervisors are responsible for managing adherence to the plan and reporting any safety concerns to the COVID-19 Program Supervisor. At least one On-Site Supervisor will be on-site and available at all times during work and class activities and the On-Site Supervisor will ensure individuals for their area have received and completed the COVID-19 safety training. The On-Site Supervisor will also create schedules/protocols for the use and cleaning of work/classroom spaces and shared equipment in their areas. Training will be provided for this role.

Building Monitors (as needed)

Building Monitors may be rotated through the week to cover hours that the college is open. Training will be provided for this role. The Building Monitor will be responsible for:

- Opening doors for students and employees seeking entrance
- Ensuring individuals have completed the required daily screening either on their smart phone or at home prior to arriving to campus. If the individual does not have a smart phone, there will be a computer available to complete the daily log
- Ensure people entering are wearing face coverings; there will be face coverings available for people who have lost or forgotten theirs.
- Ensure the availability of hand sanitizer so individuals can clean their hands
- Deny entry to unauthorized individuals, individuals who do not pass the daily screening, or individuals who are unwilling to comply with the safety requirements

Appendix F – Program & Department Specific Addendums

(Additions and updates to this appendix are ongoing as new program documents get approved by the Task Force)

Instructional Programs

- [Automotive Repair Technician](#)
- [Collision Repair](#)
- [Cosmetology and Barbering](#)
- [Cooperative Preschool Curbside Pickup](#)
- [CPR/First Aid - Walla Walla & Clarkston](#)
- [Culinary Arts](#)
- [Diesel Technology](#)
- [Energy Systems Technology - Walla Walla Campus](#)
- [Energy Systems Technology - Clarkston Campus](#)
- [Enology & Viticulture](#)
- [Fire Science](#)
- [Growly Dog CEC 010A](#)

- [John Deere Technology](#)
- [Nursing Education - Walla Walla & Clarkston](#)
- [Precision Machine Technology - Clarkston Campus](#)
- [Phlebotomy](#)
- [Science Laboratory - Loseth Biology 160](#)
- [Science Laboratory - Loseth Biology 260](#)
- [Science Laboratory - Egbert Chemistry 110](#)
- [Science Laboratory \(Various\) - Walla Walla Campus](#)
- [Special Computer Training Sessions](#)
- [Welding for Burbank Cohort – Walla Walla Campus](#)
- [Welding - Clarkston Campus](#)
- [Welding – Walla Walla Campus](#)

Non-instructional Departments, Services and Programs

- [Ag and Natural Resources COE Staffing Plan](#)
- [Athletic Recruitment Plan](#)
- [Bookstore Curbside Pickup - Walla Walla & Clarkston](#)
- [College Cellars Operations](#)
- [eLearning Staffing Plan](#)
- [Library Staffing and Curbside Pickup - Walla Walla & Clarkston](#)
- [Outreach and Recruitment Plan - Walla Walla Campus](#)
- [Switchboard – Clarkston Campus](#)
- [TRIO Curbside Pickup - Walla Walla Campus](#)
- [Welcome Center Switchboard – Walla Walla Campus](#)
- [WWCC Foundation Staffing Plan](#)