

# Walla Walla Community College **SAFE RETURN TO CAMPUS PLAN**

## **2021-2022 Academic Year**

(Formerly Safe Back to School Plan)



WWCC Reentry Planning Task Force

Revision 9/29/2021

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## **Purpose & Focus**

WWCC has developed this Safe Back to School Plan in accordance with Governor's Proclamations 20-12.5 (Higher Education), Proclamation 20-25.15 (Washington Ready) and Order of the Secretary of Health 20-03.4. This plan is also in accordance with Walla Walla County and the Asotin County Health Departments, the Washington State Department of Health (WSDOH), the Washington State Department of Labor and Industries (L&I), the Occupational Safety and Health Administration (OSHA), and the Center for Disease Control and Prevention (CDC). Per Governor proclamations 21-14.1 and 20-12.5 for the vaccinated campus, Covid-19 vaccines will be required of employees and students subject to medical and religious exemptions. The intent of this plan is to provide safety measures for those exempted and others.

This plan provides information for employees and students on how WWCC plans to keep the campus community safe and productive.

## **Reporting Concerns**

President Dr. Chad Hickox has designated Tracy Klem, Director of Security and Environmental Health and Safety, as the WWCC COVID-19 Supervisor. He is responsible for monitoring and updating this plan and ensuring compliance.

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, Tracy Klem, Director of Security and Environmental Health and Safety at 509-526-5317 (SAFE) or [campussafety@wwcc.edu](mailto:campussafety@wwcc.edu).

## **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 remotely.
- 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 10-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, may 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 required (Appendix A)
- If asked by the Public Health department, 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 a cumulative total of more than 15 minutes within a 24 hour period.
  - WWCC may locate contact information for persons identified as possible close contacts
  - The local health department will determine 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 via email a confirmed or suspected positive case by notifying all students, employees or visitors who were in close proximity to the infected individual

### **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 have passed since symptoms first appeared **and**
  - 24 hours have passed with no fever without the use of fever-reducing medications **and**
  - Other symptoms of COVID-19 are improving and they are able to work
    - 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.

If the employee tested positive with no symptoms:

- They continue to have no symptoms, and
- 10 days have passed since the date of the positive test

### **When to Self-Quarantine**

Self-quarantine occurs when you have had close contact with someone who is positive for COVID-19:

- You were within 6 feet of someone who is COVID positive for a cumulative total of at least 15 minutes within a 24-hour period.
- You provided at home care to someone who is COVID positive
- You had direct physical contact— with 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 but you are **not symptomatic**:

- Stay home and away from others; check yourself for fever, cough, and shortness of breath for:
  - 10 days from the last day you had close contact with the person OR
  - 7 days from the last day you had close contact with the person as long as you have a negative COVID-19 test; test must be done no sooner than Day 7 of quarantine
- Do not come to campus and avoid public places for 10 days

**Fully vaccinated employees** who have been exposed to someone with COVID-19 are not required to quarantine if they meet all of the following criteria;

- Are fully vaccinated (at least two weeks since the final dose)
- Have not had symptoms since current COVID-19 exposure
  - Fully vaccinated people should still watch for symptoms for 14 days after their exposure; they should also continue to wear masks, practice social distancing, and keep their social circles small
  - CDC guidelines suggest fully vaccinated people test 3-5 days after an exposure.
- Employees who do not meet all the criteria listed above should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19
- In addition, side effects from vaccination do not require someone to quarantine: if they are clearly from vaccination, the person would be able to attribute the symptoms to another condition; common side effects are explained [here](#).

Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. If the employee develops symptoms again within 3 months of their first bout of COVID-19 or after, agencies must apply the same approach as they do with other symptomatic employees.

### **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, 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 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 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
- Plexiglas barriers have been installed at service counters across campus

## 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 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
- 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.wwcc.edu/alerts](http://www.wwcc.edu/alerts)

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 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 facial covering requirements, 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 [here](#) after persons suspected/confirmed to have COVID-19 have been in the facility

## **Cleaning & Disinfecting**

WWCC has established campus-wide cleaning and disinfecting protocols. As staffing levels allow, Custodial Services will provide regular ongoing cleaning and disinfection pursuant to [CDC guidelines](#). In order of priority these services will be;

- Classrooms and labs will be vacuumed, trash emptied and high touch areas done no less than once every 24hrs. (based on rooms listed as occupied in 25Live)
- Restrooms
- Counter tops, doorknobs, drinking fountains, etc.
- Common areas (break rooms, areas where food is consumed, etc)
- Vacuuming hallways.

Supplemental to custodial services, 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. 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.

## **Physical Distancing Protocols**

Minimizing close contacts and personal interactions will help prevent the spread of COVID-19. The Governor's Higher Education Proclamation guidelines no longer require physical distancing, but it is encouraged to be cognizant of others and space where practical in the interest of inhibiting transmission. Engineering or administrative controls such as plexi-glass barriers may be implemented to minimize exposure. in the interest of those exempted from vaccination requirements..

## **Face Coverings**

Per Secretary of Health Order 20-03.5, WWCC requires all students, employees, and visitors to wear face coverings at all times while in indoor 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. People outside are not required to wear a face covering, although people not fully vaccinated against Covid-19 are encouraged to wear face coverings in crowded outdoor settings.

WWCC will provide face coverings to individuals on campus who 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.

For purposes of this plan and pursuant to the Washington State Secretary of Health masking order 20-03.5, a face covering must;

- Fit snugly against the sides of the face
- Completely cover the nose and mouth
- Be secured with ties, ear loops, elastic bands, or other equally effective method; and
- Include at least one layer of tightly woven fabric without visible holes, although multiple layers are strongly recommended.

## 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), who will work with students who qualify for accommodations to identify an alternative learning situation: Walla Walla Campus, Bobbie Sue Schutter, 509-527-4262, [bobbiesue.schutter@wwcc.edu](mailto:bobbiesue.schutter@wwcc.edu); Clarkston campus: Heather Markwalter, 509-758-1721, [heather.markwalter@wwcc.edu](mailto:heather.markwalter@wwcc.edu).

## Employees requesting an accommodation should contact Human Resources at [HR@wwcc.edu](mailto: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, and the ultimate desire is to keep the campus community safe from spread of infectious disease.

Accommodations are allowable for individuals who are unable to follow the requirements due to a documented disability or medical reason. Those accommodations will consist of remote learning or work, or some manner of facial covering so as not to endanger the campus community. If any person who has been directed to leave campus pursuant to the provisions of this plan refuses to leave campus, that refusal may be deemed as an act that could represent a safety or security concern to the college. Appropriate law enforcement may be called and the non-compliant subject may be trespassed from the campus per [WWCC Policy 3150](#). The individual issuing the trespass will submit written documentation of the trespass to the WWCC Security and Environmental Health and Safety Department.

- If a student does not comply with a directive for wearing an appropriate face covering, 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 following the process above
- If an employee does not comply with a directive for wearing an appropriate face covering, or does not comply with safety requirements, the supervisor will direct the employee to leave immediately and contact Human Resources at [HR@wwcc.edu](mailto:HR@wwcc.edu)
- If a visitor does not comply with a directive for wearing an appropriate face covering, 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. If campus security is not available, the employee may call police pursuant to policy 3150 for trespass of the individual pursuant to the aforementioned guidelines.

## Other Resources

[Proclamation 20-12.5 Higher Education](#)

[Proclamation 21-14.1 Covid-19 Vaccination Requirement](#)

[Proclamation 20-25.15 Washington Ready](#)  
[Healthy Washington-Roadmap to Recovery Version 12](#)  
[CDC Guidance for Cleaning and Disinfecting Your Facility](#)  
[CDC Considerations for Institutions of Higher Education](#)

