Big Bend Community College
COVID-19 Exposure Control, Mitigation, and Recovery Plan
05/15/2020

Big Bend Community College (BBCC) takes the health and safety of our employees and students very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, BBCC must remain vigilant in mitigating the outbreak.

In order to minimize the spread of COVID-19 on our campus, BBCC is asking every one of our employees/students/visitors to help with our prevention efforts while at work, in the classroom or lab and in campus facilities.

I. Safety Education (this information is to be delivered by instructors/supervisors)

The Centers for Disease Control and Prevention (CDC) has provided the following on how to protect yourself and others:

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and running water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms’ length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
• The cloth face cover is meant to protect other people in case you are infected.

• Do NOT use a facemask meant for a healthcare worker.

• Governor Inslee has declared that face coverings in accordance with Department of Health (DOH) guidelines or as required by Labor & Industries (L&I) safety rules, must be worn at all times by every employee, student and visitor on the BBCC campus as personal protective equipment (PPE)\(^1\).

• Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

**Cover coughs and sneezes**

• If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

• Throw used tissues in the trash.

• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Clean and disinfect**

• Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, lights switches, countertops, handles, phones, keyboards, toilets, faucets, and sinks.

• If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

• Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

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\(^1\) DOH Guidance on Cloth Face Coverings, dated 4/3/2020 and Washington Coronavirus Hazard Considerations for Employees (except hospitals/clinics) Face Coverings, Masks, and Respirator Choices, dated 5/2/2020
Watch for symptoms

Employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms\(^2\) of COVID-19, as described below:

- Cough;
- Shortness of breath or difficulty breathing
- Fever of 100.4\(^\circ\)F or greater\(^3\)
- Chills
- Muscle pain/aches
- Sore throat
- New loss of taste or smell
- Fatigue\(^4\)

II. Campus Protective Measures

BBCC has instituted the following protective measures:

A. Screening of Employees, Students, and Visitors

Employees, students, and visitors will be screened in advance of arriving on the campus. Anyone failing to comply with the screening will be denied access to the campus. If a “yes” response is provided to any of the following questions, he/she should not be permitted to access the campus:

1) Do you have a temperature at or above 100.4, or any reason to be concerned you are developing a temperature today? (taken without fever-reducing medicine)

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\(^2\) per CDC website bulleted list of symptoms ‘page last reviewed’ by CDC 5/8/2020

\(^3\) per Governor’s Phase 1 Higher Ed Workforce Training Restart COVID-19 Requirements #22

\(^4\) Per Governor’s Phase 1 Higher Ed Workforce Training Restart COVID-19 Requirements #22
2) Are you experiencing a new cough that you cannot attribute to another health condition?

3) Are you experiencing new shortness of breath or difficulty breathing that you cannot attribute to another health condition?

4) Are you experiencing a new sore throat that you cannot attribute to another health condition?

5) Are you experiencing new muscle pain/aches that you cannot attribute to another health condition or a specific activity such as physical exercise?

6) Are you experiencing fatigue that you cannot attribute to another health condition?

7) Are you experiencing chills that you cannot attribute to another health condition?

8) Are you experiencing a new loss of taste or smell that you cannot attribute to another health condition?

9) Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)

Any employee/student/visitor who develops symptoms while on campus should be immediately sent home.

B. General Safety Policies and Rules

- COVID-19 safety requirements shall be visibly posted at each location (lab/classroom/office space, etc.).

- PPE will be provided as appropriate or required for the activity being performed.
  - Departmental Safety Meetings and Trainings (led and conducted by
department or division supervisors) should not be conducted in-person and should use other methods such as phone or an online meeting modality such as Zoom. Attendance will be collected verbally and the person leading the safety meeting will sign-in each attendee. Safety meetings will be documented and retained for one year.

- Departmental Safety Meetings and Trainings (led and conducted by department or division supervisors) will be conducted at all locations on the first day of returning to work/class, and weekly update thereafter, to explain the protective measures in place for all workers and students.

- Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.

- All in-person meetings will be limited, and attendees will be directed to maintain 6 feet distance from another person. To the extent possible, meetings will be conducted by telephone or via online conference.

- Employees and students will be encouraged to stagger breaks, lunches, and lab-type activities. If not possible to stagger breaks, lunches and lab-type activities, then employees and students shall remember to maintain a minimum of 6 feet of distance between themselves and other persons.

- When access to running water is not available, portable washing stations, with soap, are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropyl can also be used, but are not a replacement for the water requirement.

- Employees and students should limit use of co-workers’ tools and equipment. To the extent tools must be shared, BBCC will provide cleaning and disinfecting supplies to clean tools before and after use. When cleaning tools and equipment, consult manufacturing
recommendations for proper cleaning techniques and restrictions.

- Employees using campus vehicles will clean and disinfect all surfaces touched before and after their use of the vehicle.

- If employees/students/visitors depart campus due to developing symptoms of COVID-19, the area where that person worked should be immediately disinfected.

- Site deliveries will be permitted but should be properly coordinated in line with BBCC’s social distancing and cleaning protocols.

### III. Campus Facility Cleaning and Disinfecting

BBCC has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Workspaces and break/lunchroom areas will be cleaned at least once per day. Cleaning and disinfecting supplies including personal protective equipment (“PPE”), such as gloves, goggles, face shields as appropriate, or required, for the use of the cleaning/disinfecting supplies.

- Clean and disinfect frequently touched shared objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces should be cleaned with soap and water before using disinfectant.

- Any trash collected from facilities must be handled by someone wearing nitrile, latex, or vinyl gloves.

- Employees working in campus facilities, whether their normally assigned work areas, or maintenance/custodial staff performing work in the facility, shall clean and disinfect the work area in which they have had contact.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
• BBCC will disinfect those areas of the campus that a confirmed-positive individual may have contacted before employees can access that work space again.

• BBCC will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).

• BBCC maintains Safety Data Sheets (SDS) of all disinfectants used on site.

IV. Campus COVID-19 Exposure Situations

Employee/Student/Visitor Exhibits COVID-19 Symptoms

If an employee/student/visitor exhibits COVID-19 symptoms, the employee/ student/visitor must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants); and, at least 10 days have passed since symptoms first appeared. BBCC will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 10 days.

To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.

Employee/Student/Visitor Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test and have not had a subsequent illness.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. BBCC will require an employee to provide

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5 Per CDC For Persons with COVID-19 under isolation not in a hospital ‘page last reviewed’ 5/3/2020
6 In accordance with CDC or doctor at time of occurrence.
documentation clearing his or her return to work.

**Employee/Student/Visitor Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as within six (6) feet for a prolonged period of time.

If BBCC learns that an employee has tested positive, BBCC will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, BBCC will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

**V. Incident Reporting and Notifications**

a. If a person on-campus, through answers gathered during screening, or by other means, is suspected of having or confirmed to have COVID-19, the Director of Safety, Security and Emergency Management (SSEM) will be notified immediately, and the Director of Facilities and Capital Projects will be notified immediately. They will also ensure the college administration and the college Public Information Officer (PIO) are notified.


   i. Indicate on the form that this incident is either a suspected or confirmed COVID-19 infection.

   ii. Include the names, email addresses and phone numbers of other persons on-campus exposed to the person suspected or confirmed of having COVID-19.
c. The Director of SSEM will, as required by the Clery Act, broadcast a RAVE/Campus Alert emergency notification notifying the campus community of the confirmed or suspected threat to the safety and welfare of the campus and its neighbors.

d. The Director of SSEM will notify the Grant County Health District of any suspected or confirmed on-campus COVID-19 cases.

VI. Facility Post Exposure Recovery

Immediately following a notification of an on-campus suspected or confirmed COVID-19 infection (“Person A”),

a. All interior on-campus locations where Person A visited will be evacuated, however, the names, email addresses and phone numbers of evacuees will be recorded

b. The facilities visited by Person A will be closed and facilities personnel will disinfect the involved room.

c. The disinfected locations will remain closed for 12 hours post-disinfection before regular classroom/office activities may resume within that location.

VII. OSHA Recordkeeping

OSHA has made a determination that COVID-19 should not be excluded from coverage of the recordkeeping rule. OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule.

If an employee has a confirmed case of COVID-19, BBCC will conduct an assessment of any workplace exposures to determine if the case is work-related. If an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

If an employee has a confirmed case of COVID-19 that is considered work-related, BBCC will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

VIII. State Recordkeeping
Class attendance records for classes/labs shall be retained for four weeks according to the governor’s Phase 1 requirements. However, when we combine it with the screening questions with the class attendance, we must retain those documents for six years per the Secretary of State Records Division.\footnote{Under General Schedule, page 63, GS25007.}

**IX. Confidentiality/Privacy**

Except for circumstances in which BBCC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. BBCC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. BBCC also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Given the fast-developing nature of the COVID-19 outbreak, BBCC may modify this Plan Accordingly. If you have any questions concerning this Plan, please contact the Director of Safety, Security and Emergency Management at kylef@bigbend.edu or 509-793-2299.
Date:

Today’s Site COVID-19 Supervisor is:

If you need assistance from the COVID-19 Supervisor, please call:
Screening questions include those recommended by the Centers for Disease Control and Prevention (CDC) and those required by the Governor’s Phase 1 Workforce Training Restart COVID-19 requirements:

Screen everyone who enters your facility, including:

• All employees before the start of each work shift
• All visitors/students

1. Do you have a temperature at or above 100.4, or any reason to be concerned you are developing a temperature today? (taken without fever-reducing medicine)
2. Are you experiencing a new cough that you cannot attribute to another health condition?
3. Are you experiencing new shortness of breath or difficulty breathing that you cannot attribute to another health condition?
4. Are you experiencing a new sore throat that you cannot attribute to another health condition?
5. Are you experiencing new muscle pain/aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
6. Are you experiencing fatigue that you cannot attribute to another health condition?
7. Are you experiencing chills that you cannot attribute to another health condition?
8. Are you experiencing a new loss of taste or smell that you cannot attribute to another health condition?
9. Within the last 14 days, have you had close contact, without the use of appropriate personal protective equipment (PPE), with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact per Department of Health is defined as within 6 feet for more than 10 consecutive minutes)

Failure of employees/visitors/students to comply will result in employees/visitors/students being sent home during the emergency actions.
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<th>CLASS/LAB/DEPARTMENT</th>
<th>PERSON CONDUCTING SCREENING</th>
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On the date listed above, the persons listed on this log did not disclose any priority symptoms of COVID-19 or have a temperature of 100.4°F or greater

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RECORD RETENTION: 6 YEARS