

**Big Bend Community College**  
**COVID-19 Exposure Control, Mitigation, Recovery and Reopening Plan**  
**3/22/2021**

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. Visitors are strongly discouraged.

**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**

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly through close contact from person-to-person. Stay at least 6 feet away from others, whenever possible.
- Between people who are in close\_contact<sup>\*1</sup> with one another. Close contact\* is defined as:
  - You were within 6 feet for 15 cumulative minutes or more within a 24-hour period)
  - You provided care at home to someone who is sick with COVID-19
  - You had direct physical contact with the person (hugged/kissed them)
  - You shared eating or drinking utensils
  - They sneezed, coughed, or somehow got respiratory droplets on you

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<sup>1</sup> CDC.gov ‘When to Quarantine’, updated March 12, 2021.

- Irrespective of whether you and/or the close contact was wearing a face covering
- 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 is required to wear a cloth face cover when they 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.
- Beginning June 8<sup>th</sup>, Governor Inslee has declared that facial coverings must be worn at all times by every employee, instructor, and student not working alone (with no chance of human interaction) and by all clients unless their exposure dictates a higher level of protection under Department of Health (DOH) guidelines or as required by Department of Labor & Industries as personal protective equipment (PPE)<sup>2</sup>. Appropriate PPE will be available to all employees, instructors, and students and they may also choose to wear their own facial coverings, provided it meets the minimum requirements.
- Failure of employees/students to comply will result in employees/students being sent home during the emergency actions, for example if an employee/student refuses to wear the appropriate facial covering except where medically excused. Alternative accommodations for medical reasons for employees, please contact VP Human Resources & Labor, Kim Garza. Alternative accommodations for medical reasons for students, please contact Dean of Student Services, Andre Guzman.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing. In instances where the 6 feet separation cannot be maintained, the COVID-19 exposure control, mitigation, recovery and reopening plan shall be thoroughly reviewed by all employees/students performing those activities

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<sup>2</sup> DOH Guidance on Cloth Face Coverings, updated 6/24/2020 and Washington Coronavirus Hazard Considerations for Employers (except hospitals/clinics) Face Coverings, Masks, and Respirator Choices, dated 5/22/2020

prior to commencing and appropriate PPE and other controls must be implemented.

### **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.

### **Watch for symptoms<sup>3</sup>**

Employees/students/visitors are expected to report to their managers or supervisors or instructors if they are experiencing signs or symptoms of COVID-19, as described below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

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<sup>3</sup> Per CDC 'Symptoms of Coronavirus' dated February 22, 2021

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **II. Campus Protective Measures**

*\*\*For Health care workers (BBCC Health care instructors and students) there are different protocols—coordinate with Wendy Farr, Health Education Director\*\**

BBCC has instituted the following protective measures:

### **A. Screening of Employees, Students, and Visitors**

Employees, students, and visitors will be screened either prior to arriving on the campus or at the beginning of their time on campus. Anyone failing to comply with the screening will be denied access to the facilities on 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 fever or chills, or any reason to be concerned you are developing a fever today? (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 or body 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 a headache that you cannot attribute to another health condition?
- 8) Are you experiencing congestion or runny nose that you cannot attribute to another health condition?
- 9) Are you experiencing a new loss of taste or smell that you cannot attribute to another health condition?
- 10) Are you experiencing nausea or vomiting that you cannot attribute to another health condition?
- 11) Are you experiencing diarrhea that you cannot attribute to another health condition?
- 12) Within the last 14 days, have you had [close\\_contact](#)\* with someone who is currently sick with suspected or confirmed COVID-19?

**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 available at each physical facility location in use.
- PPE will be provided as appropriate or required for the activity being performed.
- Any construction craft worker coming to work on a location in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work in Washington. As an alternative a negative test for COVID-19 administered within Washington State will be

accepted as eligibility to work. If the individual leaves Washington State and returns to perform additional work, they must be retested and receive another negative test result before resuming work.

- On March 19, 2021 the WA Governor rescinded his Proclamation 20-83.1, issued March 1, 2021, and instead advises Washingtonians and others who may be visiting Washington from outside the state to comply with the CDC's current COVID-19 travel advisory guidance.
- 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.
- COVID-19 Safety Briefings will be conducted at all locations on the first day of returning to work/class, and a 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 and wipe sanitize tools and other equipment 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<sup>4</sup>**

*\*\*For Health care workers (include BBCC Health care instructors and students) there are different protocols—coordinate with Wendy Farr, Health Education Director\*\**

If an employee/student/visitor exhibits COVID-19 symptoms, the employee/student/visitor must remain at home until 10 days have passed since symptoms first appeared **and** 24 hours with no fever without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants); **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). BBCC will similarly require an employee/student/visitor who reports to work with symptoms to return home and meet the above criteria before returning to work.

##### **Employee/Student/Visitor Tests Positive for COVID-19<sup>5</sup>**

An employee or student who tests positive for COVID-19 will be directed to self-isolate

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<sup>4</sup> Per CDC 'When You Can be Around Others After You Had or Likely Had COVID-19' updated March 12, 2021.

<sup>5</sup> In accordance with CDC or doctor at time of occurrence.

away from work or class. Employees or students with a positive viral test 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. If you develop symptoms after testing positive, follow the guidance in the previous section for “Employee/Student/Visitor Exhibits COVID-19 Symptoms”.

Employees or students who test positive and have been hospitalized may return to work or class when directed to do so by their medical care providers. BBCC will require an employee or student who has been hospitalized to provide documentation clearing his or her return to work or class.

### **Employee/Student/Visitor Has close\_contact\* with an Individual Who Has Tested Positive for COVID-19**

Employees or students who have come into close\_contact\* with an individual who has tested positive for COVID-19 will be directed to self-quarantine for 10 days from the last date of close\_contact\* with that individual (See ‘Shortened Period of Quarantine’ below). An exception to this guidance is anyone who had COVID-19 illness within the previous 3 months **and** has recovered **and** remains without COVID-19 symptoms (for example, cough, shortness of breath).

Shortened Period of Quarantine<sup>6</sup>:

Per the CDC and WA DOH, the length of the quarantine may be shortened under certain circumstances. The Grant County Health District has adopted these circumstances.

- 1) ending the quarantine period after day 10 without testing as long as no symptoms have occurred OR
- 2) ending the quarantine period after day 7 after receiving a negative test result (test must occur on day 5 or later).

The following should still occur: watch for symptoms until 14 days after exposure; if you develop symptoms, immediately self-isolate and contact your local public health authority or healthcare provider; wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

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<sup>6</sup> CDC, When You Can be Around Others After You Had or Likely Had COVID-19, updated March 12, 2021

If BBCC learns that an employee or student has tested positive, BBCC will conduct an investigation to determine co-workers or other students who may have had [close\\_contact](#)\* with the confirmed-positive employee or student in the prior 14 days and direct those individuals who have had [close\\_contact](#)\* with the confirmed-positive employee or student to self-quarantine for 10 days from the last date of [close\\_contact](#)\* with that employee or student (See ‘Shortened Period of Quarantine’ above). If applicable, BBCC will also notify any sub-contractors, vendors/suppliers or visitors who may have had [close\\_contact](#)\* with the confirmed-positive employee or student. If an employee or student learns that he or she has come into [close\\_contact](#)\* with a confirmed-positive individual outside of the workplace or class/lab, he/she must alert a manager or supervisor (in the case of an employee) or instructor/college staff person (in the case of a student) of the [close\\_contact](#)\* and self-quarantine for 10 days from the last date of [close\\_contact](#)\* with that individual (See ‘Shortened Period of Quarantine’ above).

However, fully vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are NOT required to quarantine if they meet all of the following criteria:<sup>7</sup>

- Are fully vaccinated (i.e., equal to or greater than 2 weeks following receipt of the second dose in a 2-dose series, or equal to or greater than 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

Persons who do not meet both of the above criteria should continue to follow current quarantine guidance above after exposure to someone with suspected or confirmed COVID-19.

## **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) and the Director of Facilities and Capital Projects will be notified immediately. They will also ensure the college administration and the college Public Information

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<sup>7</sup> Interim Public Health Recommendations for Fully Vaccinated People, March 8, 2021 and WA OFM Healthy Washington—Roadmap to Recovery, Version 7, March 15, 2021

Officer (PIO) are notified.

- b. The Director of SSEM, 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 on September 23, 2020.
- c. The Dean of Student Services, VP of Learning & Student Success or VP of Human Resources & Labor will notify the Grant County Health District of any suspected or confirmed on-campus student or employee 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.

## **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**

Entry/Exit logs to campus facilities for COVID-19 contact tracing purposes (includes both

students and employees) shall be retained until no longer needed for BBCC business and then destroyed.<sup>8</sup>

## **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 or student 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 and students that an unnamed co-worker or student has been diagnosed with COVID-19 if the other employees or students might have been exposed to the disease so the employees and students 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 or student 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: Students--please contact the Dean of Student Services, Andre Guzman, at 509.793.2077 or [andreg@bigbend.edu](mailto:andreg@bigbend.edu); or VP of Learning & Student Success, Bryce Humpherys, at 509.793.2055 or [bryceh@bigbend.edu](mailto:bryceh@bigbend.edu) . Employees—please contact VP for Human Resources & Labor, Kim Garza, at 509.793.2010 or [king@bigbend.edu](mailto:king@bigbend.edu).

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<sup>8</sup> Under State Government General Records Retention Schedule, page 63, GS25009 (August 2020).