



COVID-19 Preparedness and Response Plan

Washtenaw Community College's (WCC) COVID-19 Preparedness and Response Plan's policies and protocols will be rooted in safety for our employees, students and the public with whom we interact.

The primary goals for WCC's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and community service.

WCC's policies and protocols will be aligned and consistent with local orders from the Washtenaw County Health Department, Governor Whitmer's Executive Orders, and the Occupational Health and Safety Administration's "Guidance on Preparing Workplaces for COVID-19". WCC's plans will also follow recommendations from the Centers for Disease Control (CDC).

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and protocols will be updated as appropriate as more information becomes available.

About COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States.

Symptoms of COVID-19 Infection with SARS-CoV-2, can cause illness ranging from mild to severe and in some cases can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

There is currently no approved vaccine or antiviral treatment for this disease.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs

It may be possible that persons can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms. There have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

According to the CDC, individuals with certain disabilities may have a higher risk for COVID-19 infection. Those conditions may include:

- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

A WCC employee with a disability that falls within one of the CDC High Risk Categories or is pregnant may contact the WCC Human Resources Department for guidance regarding workplace accommodations that might be available.

Classifying Worker Exposure to SARS-CoV-2

The Occupational Health and Safety Administration's (OSHA) "Guidance on Preparing Workplaces for COVID-19" divides job tasks into four risk exposure levels: very high, high, medium, and lower risk. Per OSHA, most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. This is true of WCC's employees as well.

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures (e.g. health care workers, doctors, nurses, emergency medical technicians, etc.).

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 (e.g. healthcare delivery and support staff, medical transport workers, mortuary workers, etc.).

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Washtenaw Community College Risk Level

The vast majority of WCC employees fall into the categories of Medium to Lower Exposure Risk. Therefore, WCC has implemented the recommended OSHA safety policies, protocols and guidelines around Engineering Controls, Administrative Controls and use of Personal Protective Equipment (PPE) in an effort to create a safer working environment and a safer environment for its students and community.

The remainder of this Preparedness and Response Plan details these safety requirements and protocols.

Workplace Expectations & Guidelines

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

Training

Online training sessions will be provided to employees and students that address:

- Workplace and campus infection control practices as outlined in this COVID-19 Preparedness and Response Plan
- The proper use of personal protective equipment
- Steps the employee or student must take to notify WCC of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- How to report unsafe working conditions

Symptom Monitoring Requirement

WCC employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. The employee must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. At this time, these symptoms include one or more of the following:

- Cough (excluding chronic cough due to a known medical reason other than COVID-19)

- Shortness of breath or difficulty breathing
- Fever (100.4 degrees or higher)
- Sore throat
- Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)

All WCC employees, contractors, students and visitors will enter campus through a designated entrance. At the entrance, a daily screening program will be administered according to the procedures outlined in Appendix #1 - *Workplace Screening COVID-19*.

Phased Staffing

WCC will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing and availability of PPE (personal protective equipment). WCC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through an employee's respective supervisor, dean, or vice president. The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for an indeterminate amount of time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and create a safer environment for faculty and staff, as well as the communities we serve. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, WCC officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

During this "Phased Staffing" process, those employees, students and visitors not receiving a directive from WCC leadership to return to campus are prohibited from entering campus unless a one-time pre-approval has been granted.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved at the appropriate administrative level, can be done on a full or partial day/week schedule as appropriate.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.
- **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Designated Worksite Supervisors to Implement Preparedness and Response Plan:

A Designated Worksite Supervisor will be assigned in the workplace to monitor and report on the COVID-19 control strategies developed under WCC's Preparedness and Response Plan. This Supervisor will remain on-site at all times when WCC employees are present on site. An on-site employee may be designated to perform the supervisory role.

WCC Sponsored Travel Restrictions

All WCC-sponsored international travel is suspended until further notice.

All non-essential, WCC-related domestic travel is suspended until further notice.

Personal Safety Practices

Face masks/Cloth Face Coverings:

Face masks or face coverings must be worn by all employees working on campus when in the presence of others – when six feet of separation cannot be continually maintained and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others. An employee could spread COVID-19 to others even if he/she does not feel sick. The mask or cloth face covering is not a substitute for social distancing. Disposable masks will be provided by WCC, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. An employee may also wear a cloth face covering, which will help WCC reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care below.

Use and care of face coverings: For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit this CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask
- Ensure the face-covering/disposable mask fits over the nose and under the chin
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears
- Throughout the process: Avoid touching the front of the face covering/disposable mask

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps
- Wash hands immediately after removing

Care, storage, and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated

Social Distancing: Keeping space between employees and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if a person has no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times (follow all existing ground markings, signs, and physical barriers in the workplace)
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings
- Use hand sanitizer

Handwashing: Employees must wash hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing a nose, coughing, sneezing, or touching a face. If soap and water are not readily available, employees must use a hand sanitizer that contains at least 60% alcohol. Employees must cover all surfaces of their hands and rub them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth, and wash their hands after touching their face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Employees washing their hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. However, if an employee needs to wear a face shield based on his/her specific workplace situation (e.g. when a separation of three feet from others cannot be consistently maintained), WCC will provide the shield and proper instruction on how to use it.

Cleaning/Disinfection: WCC custodial teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. These products will be supplied to employees by WCC. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Coughing/Sneezing Hygiene: If an employee works in a private setting (his or her own office) and does not have on a cloth face covering, the employee must remember to always cover his or her mouth and nose with a tissue when he or she coughs or sneezes or use the inside of his or her elbow. The tissue should be thrown in the trash. Immediately after, the employee should wash his or her hands with soap and water for at least 20 seconds. If soap and water are not readily available, the employee should clean his or her hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Guidance for Specific Workplace Scenarios

Public Transportation: If an employee must take public transportation, he or she should wear a mask before entering the bus and avoid touching surfaces with his or her hands. Upon disembarking, the employee should wash his or her hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene as soon as possible and before removing his or her mask

Working in Office Environments: If an employee works in an open office environment, the employee must be sure to maintain at least 6 feet distance from co-workers. If possible, an employee should have at least one workspace separating him or her from another co-worker. An employee should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students or contractors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space
- Consider designating specific stairways for up or down traffic if building space allows

If an employee works in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if an employee is working alone in a confined office space (does not include partitioned work areas in a large open environment). Masks/face coverings should be worn by any employee in a reception/receiving area. Masks/face coverings should be used when inside any WCC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Laboratory Space: See Appendix #2 – *Laboratory COVID 19 Safety Protocols*

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. All employees must wash their hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. An employee should also avoid touching the elevator buttons with his or her exposed hand/fingers, if possible. An employee should wash hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, GoToMeeting, Microsoft Teams, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. During an employee's time on-site, he or she is encouraged to communicate with colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face. An employee can also use a range of available collaboration tools (e.g. Zoom, GoToMeeting, Microsoft Teams, etc.), as approved by his or her supervisor.

Meals: Before and after eating, an employee should wash his or her hands thoroughly to reduce the potential transmission of the virus. If eating on campus, an employee should wear his or her mask or face covering until he or she is ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for their situation. If an employee is eating in his or her work environment (break room, office, etc.), that employee must maintain 6 feet distance between himself or herself and others. Individuals should not sit facing one another. An employee should only remove his or her mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Employees should wipe all surfaces (using WCC provided disinfecting products) including table, refrigerator handle, coffee machine, etc. after using in common areas.

Entry to College Facilities

Entry to buildings will be regulated and monitored. An employee's WCC FOB or key(s) is required for entry to all buildings, and the employee may not hold or prop open exterior doors for any other person. Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical "rush hours" of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Once an employee has been instructed to return to the workplace, he or she should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and

exiting buildings at any one time. Visitors and guests are not allowed on worksites during this time. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

Re-Occupying Campus Preparation Plan

WCC will undertake the following action prior to reoccupying facilities on campus:

Domestic Water:

- Flush system (due to low use)
- Chlorine residual testing, random monthly tests – Random Legionella testing

Heating Ventilation Air Condition Systems (HVAC):

- Validation of Air Exchange Rates, restrooms, waiting or gathering areas, lab areas, Health and Fitness areas, classrooms as identified
- WCC will target exceeding ASHRAE 62.1 standards and will have a goal of meeting ASHRAE 170 standards (healthcare).
- Increase frequency of filter changing

Physical Barriers Installation:

- Install clear plastic barriers, sneeze guards – where necessary

WCC Cleaning and Disinfecting Protocols to Combat COVID-19

In areas that have been scheduled for use, the following will occur:

- Restrooms – cleaned and disinfected at the end of each day, or more often depending upon usage rates – Hydrogen Peroxide based cleaners and disinfection products will be used. Mid-day or midpoint use restrooms high touch areas will be disinfected
- Common Areas – cleaned and disinfected at the end of each day, or more often depending upon usage rates – Mid-day or midpoint of use high touch areas will be disinfected with Hydrogen Peroxide wipes or spray
- Elevator buttons, hand rails, door handles, faucets, tables and other high touch points will be disinfected at the end of each day and also during mid-day or midpoint of use
- Notification of possible area that was exposed to virus – Close off area if possible, clean and disinfect prior to reopening area. Wait to reopen area for 24 hours if possible – if not wait as long as possible
- After deep cleaning, use disinfecting misters to cover all possible areas that could be contaminated – porous and non-porous surfaces
- WCC has begun using cleaners and disinfectants that have lower “dwell” or contact time to ensure proper disinfection

Hand Hygiene and Environmental Surface Disinfection

WCC will provide appropriate cleaning supplies (e.g. hydrogen peroxide wipes, disinfecting wipes, and alcohol wipes for cleaning electronic equipment) to employees and allow time for them to properly wash hands frequently and use hand sanitizer. In addition, WCC will install hand sanitizing dispensers in classrooms and building lobbies.

Discovering Persons with COVID 19 Symptoms and Diagnoses in the Workplace

Employees, students and contractors who appear to have symptoms upon arrival at WCC or who become sick during the day will be immediately separated from other employees, students and contractors and sent home.

WCC will provide for transportation home or to a healthcare provider for persons showing symptoms, if necessary. WCC will provide for transportation home or to a healthcare provider for persons showing symptoms, if necessary. A designated segregated space will be assigned for the student or employee to wait in until transportation is provided.

Actions if an employee, student or contractor is suspected or confirmed to have COVID-19 infection:

In most cases WCC need not shut down facilities at the college if an employee, student or contractor is discovered to have a confirmed COVID-19 infection. If it has been less than 7 days since the sick employee, student or contractor has been in a college facility, WCC will close off any areas used for prolonged periods of time by the sick person:

- WCC will wait 24 hours before cleaning and disinfecting to minimize potential for other persons being exposed to respiratory droplets. If waiting 24 hours is not feasible, WCC will wait as long as possible
- During this waiting period, WCC will open outside doors and windows to increase air circulation in these areas

If it has been 7 days or more since the sick person used the facility, additional cleaning and disinfection will not be necessary. WCC will continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

WCC will follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2 external icon, the virus that causes COVID-19, and are appropriate for the surface
- Cleaning personnel will always wear gloves and gowns appropriate for the chemicals being used when they are cleaning and disinfecting
- Cleaning personnel may need to wear additional PPE depending on the setting and disinfectant product they are using. For each product used, WCC will consult and follow the manufacturer's instructions for use

Notification of Potentially Exposed Persons and Local Health Department Authority

Within 24 hours of discovering an employee, student or contractor received a COVID -19 diagnosis, WCC will determine which employees, students or contractors may have been exposed to the virus and take additional precautions, as necessary, including:

- Inform employees, students and contractors of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by federal statute
- WCC will follow the CDC Public Health Recommendations for Community-Related Exposure and instruct potentially exposed persons to stay home for 14 days and self-monitor for symptoms
- WCC will contact the Washtenaw County Health Department and inform it of the case

WCC will not subject any employee to discharge, discipline, or retaliation for staying home from work if he or she or one of his or her close contacts tests positive for COVID-19 or has symptoms of the disease.

Mental and Emotional Wellbeing

Employee Assistance Program: (EAP) is available to offer emotional support during this stressful period. An employee may contact EAP by calling (877) 622-4327.

Employee Healthcare: Blue Cross Blue Shield of Michigan (BCBSM) and Blue Care Network (BCN) provide mental health support to all participants of the college's healthcare plans at no charge. Support is available as follows:

COVID-19 Crisis Hotline: 1-833-848-1764

BCN HMO: 1-800-482-5982

BCBSM Simply Blue: 1-800-762-2382

Community Resources: Washtenaw County Health Department (WCHD) provides mental and emotional support through various options including a Mental Health CARES team as well as other resources providing mental health and emotional support.

Washtenaw County Community Mental Health CARES Team: 734-544-3050
(Available 24 hours per day / 7 days per week)

References

State of Michigan, Office of the Governor, Executive Order 2020-91 and 2020-97
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529474--,00.html

Washtenaw County Health Department
<https://www.washtenaw.org/3102/Prevention>
<https://www.washtenaw.org/3104/What-to-do-if-Youre-Sick>

Department of Labor, OSHA 3990-03 2020, Guidance of Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>

U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency
<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

CDC COVID-19 Employer Information for Office Buildings-
<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

CDC Guidelines for face coverings
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Guidelines for hand washing
<https://www.cdc.gov/handwashing/when-how.html>

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WORKPLACE SCREENING COVID-19

OBJECTIVE:

In compliance with the Washtenaw County Health Department (WCHD) and the Center for Disease Control (CDC) guidelines that allow for a safe and healthy return to campus, a screening mandate of all Washtenaw Community College students and employees, Washtenaw Technical Middle College students and employees, and contractors doing business with the college, on a non-discriminatory basis, is implemented. The screening process will include an electronic questionnaire to be completed confidentially by the student, employee or contractor, as well as performing a temperature check, via a touchless thermometer.

RESPONSIBILITIES:

The following employees, departments, or other designees have responsibility related to this procedure:

- **Student / Employee / Contractor** – Enter campus per designated point of entry and complete the screening process **prior** to going to a classroom, office, or any other location on campus, **each time coming to campus.**
- **Public Safety Department** – Perform temperature check and verify that student, employee, or contractor has completed screening and is approved to enter campus.
- **Human Resources** – Maintain electronic record of all completed questionnaires and feedback response. Update procedures per recommendation of WCHD and/or CDC. Communicate next step action to WCC employees denied campus entry.

PROCEDURE:

1. All students, employees, and contractors must check in with the Public Safety Department. Curbside check in will be available 7:00 am - 9:00 am at the entrance of the parking structure. After 9:00 am, check in will be in the Public Safety Office, located on the second floor of the Parking Structure.
 - Walk up service will also be available at the curbside check in for anyone who bikes to campus or is driven via bus, taxi, Uber, Lyft, Etc., and arrive between 7:00 am – 9:00 am.
 - The Campus Safety Officer will ask for the person’s name and reason for being on campus.
2. A Public Safety Officer will perform a temperature check, via a non-contact Infrared Forehead Digital Thermometer. The temperature reading will be communicated to the student, employee or contractor.

- When conducted at the curbside check in point, the student, employee, or contractor will stay in their car, while their temperature is taken.
 - A mask must be worn by the student, employee, or contractor. A mask will be provided, if needed. Distancing of 6 feet will be enforced when checking in through the Public Safety Office.
 - Public Safety Officers are required to wear a mask, face shield and gloves, while performing the temperature check.
 - A temperature reading of 100.4° F or higher will result in denied campus entry. The Campus Safety Officer will record the name and temperature of any person denied access for this reason.
3. The student, employee or contractor will also complete an electronic screening questionnaire, via a personal mobile device or device provided by Public Safety. They will also enter their temperature on the questionnaire.
- If the student, employee, or contractor has a personal mobile device (phone, iPad, Tablet, Laptop), they should access the questionnaire and complete all information, with the exception of their temperature, prior to or while they are at the check in station. If a personal mobile device is not available, the student, employee or contractor will be directed to the Public Safety Office and a mobile device will be provided.
 - Based on the questionnaire response and temperature reading, immediate approval or denial to campus, will be communicated via the mobile device, at the completion of the questionnaire.
 - An affirmative response to COVID-19 symptoms, contact with a COVID-19 diagnosed individual, and/or international travel, will result in denied campus entry.
4. A student, employee, or contractor **approved** to enter campus, will be provided a sticker and allowed to proceed to their classroom, office, or meeting space.
- The sticker will be color coded by day and must be worn and visible while on campus. The sticker should be discarded when leaving campus.
 - Access to Buildings:
 - o When classes **are not** meeting on campus: An employee or contractor will be required to contact Public Safety to unlock and access a building.
 - o When classes **are** meeting on campus: A Public Safety Officer will be located at the entrance to each building. The student, employee or contractor must display their “sticker” to access the building.
 - Exiting Campus:
 - o Employees and contractors must notify facilities, via email, when they are leaving campus. The email must include the building and room(s) that were occupied.
 - o Facilities will provide standard cleaning and disinfecting of these rooms.

5. A student, employee, or contractor **denied** campus entry will not be allowed on campus and must return home. They will be provided with written notice, explaining their next steps.
- WCC Students: The student will need to notify their instructor and will be directed to action as defined by the Washtenaw County Health Department (WCHD).
 - WCC Employees: The employee will need to notify their supervisor and will be directed to action as defined by the WCHD. Human Resources will follow up with the employee to ensure they are aware of next steps.
 - WTMC Students: The student will need to notify Dean Karl Covert and will be directed to action as defined by the WCHD.
 - WTMC Employees: The employee will need to notify Dean Karl Covert and will be directed to action as defined by the WCHD.
 - Contractor: The contractor will notify their WCC contact.
6. Anyone refusing required screening will be denied entry to Campus buildings.

FORMS/TEMPLATES TO BE USED:

Washtenaw Community College- Screening Questionnaire (electronic)

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