

TBCC COVID-19 Response Plan October 20, 2020

The TBCC campus is open to current students, employees, those with an appointment, and invited guests. TBCC is following the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from Oregon Health Authority (OHA) dated June 12, 2020 and the Governor's Executive Order #20-28. This plan also incorporates the temporary Oregon OSHA regulations for COVID response in Higher Education. These documents can be accessed at <https://tillamookbaycc.edu/covid-19-information/>

Contact

Pat Ryan, TBCC HR/Facilities/Safety Director will implement, enforce, and supervise the requirements in the Governor's EO 20-28.

Pat Ryan
TBCC HR/Facilities/Safety Director
503-842-8222 ext. 1020
patryan@tillamookbaycc.edu

Complaints

Complaints brought forward by faculty or staff will follow Board Policy 317. Complaints by students will follow Administrative Rule E008. Policies and Administrative Rules can be accessed at the [TBCC Policy Tech](#) site by logging into the public site.

Hours of Operation

College phone numbers are posted at the front entrance of each building for making appointments.

TBCC Main campus building access hours Fall Term

(Food Pantry available in the lobby)

Monday – Thursday: 7:40 a.m. – 7:15 p.m.

Friday: 8:30 a.m. – 5:00 p.m.

Library Hours

Monday – Thursday: 9:00 a.m. – 7:00 p.m.

Friday: 9:00 a.m. – 4:30 p.m.

- The main Partners for Rural Innovation Building (PRI) door on the east side of the building will be open during regular business hours.
- In CTE classes located outside of the main campus (e.g. THS Career Tech Building) students will sign in upon arrival to class. Sign in sheets will be turned in at least weekly. All other stipulations apply to alternative TBCC locations.

Protocols for entry on to Tillamook Bay Community College Campus and facilities

1. All persons entering TBCC facilities are required to sign in. Only faculty, staff, and students are allowed in the building unless they have an appointment with someone at the college or are otherwise given approval by college management. The college is closed to the general public. By signing in, people are indicating they have self-checked for primary COVID-19 symptoms (e.g. cough, fever, diarrhea, exposure to Covid-19 positive individuals, etc.) and are symptom free.
 - a. At the PRI Building, the sign in table is located in the east lobby.
 - b. People entering the main campus building will need to sign in at the Store window. During breaks and after normal business hours, there will be a staff member in the lobby to collect signatures of people entering the building. This person will also ensure that all people entering are wearing a face covering.
 - c. Students are required to wear face coverings or face shield at all times in campus buildings.
2. Staff will work to maintain 6' distance from others wherever possible. Staff will wear a face covering anytime they are in a campus building outside of their office.
3. Office spaces will be configured to maintain physical distance and/or add plastic barriers.
4. At the main campus building, plastic barriers have been installed in the Store window. The Business Office and Student Services windows will remain closed until further notice. Signage will direct faculty and students to sign in at their classrooms. All others will be directed to go to the Store window to sign in and pay bills or access other services such as advising.
5. Student Services staff will work in individual offices. Students in the main campus building can meet face to face with advisors and financial aid staff in large meeting rooms or classrooms where social distancing can easily be maintained. These rooms will be taken off line from being used as classrooms. Face coverings are required in all of these meetings.
6. Signage in the lobby will explain PPE rules and procedures and provide information that explains the steps TBCC is taking to follow OHA guidelines and the Governor's Executive Orders for reopening.

7. Faculty and staff are asked to frequently wash hands often with soap and water for at least 20 seconds.
8. Extra hand sanitizer will be made available around the building.
9. All TBCC buildings will be sanitized daily and cleaning materials will be available in each classroom. Emphasis will be on all public and shared spaces as well as high touch points (door handles, handrails, push plates, light switches, public phones, and keyboards).
10. Most staff meetings will continue to be held on Zoom, especially for meetings with large numbers of people.

Vulnerable populations

Staff identifying themselves as being in a high-risk category, as defined in the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 should talk to their supervisor and then HR about accommodations once their relevant health conditions are verified by a physician.

Protocols for classroom instruction

1. Students/faculty will not be allowed in class without a face covering or if not following social distancing guidelines. Students and faculty must wear a face covering or shield the entire length of the class. It will be the responsibility of the faculty member to ensure that students in the class are following these TBCC COVID Response Plan guidelines. If there are issues with a student not following guidelines, the faculty member will need to reach out to HR. Faculty will be provided a face shield and/or face covering for use in face-to-face classes.
2. All seats in classrooms will be at least 6' apart. There will be no extra chairs in classroom. This will define room capacity. Room capacity will be posted outside each classroom. Entry and exit points will be designated.
3. Classes with individually assigned PPE (Welding and Science labs, for example) will have that clearly labeled and assigned per student for the entire term.
4. The **Facility Entry Protocol for F/F and Hybrid Classes** (on TBCC Website) document details procedures and responsibilities for cleaning classrooms between classes. These will be in accordance with HECC guidelines for Instructional Activities.
5. The Vice President of Instruction will work with faculty to determine the most appropriate modality for classes based on safety concerns and ability to meet student needs.

Protocol if staff or faculty feel ill, exhibit symptoms, or have been exposed to COVID-19

1. If a faculty or staff start to feel ill while at work and exhibit symptoms that could be related to COVID-19, or if they discover they have been in contact with anyone who has tested

positive for COVID-19, they need to report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu) and their supervisor and go home.

- a. Prior to returning to work, they will need to either be tested for COVID-19 or self-quarantine for 14 days (after illness onset). This includes remaining home for 72 hours after fever is gone, without the use of fever reducing medicine, and assumes that other symptoms are improving. In no circumstances should any employee work on campus while experiencing illness symptoms.
- b. Anyone who has been in close contact, for more than 15 minutes, with a person known to have been exposed to COVID-19 will also be asked to stay home. They will not return to campus until the point of contact is verified to be negative for COVID-19 or the situation is deemed safe to return to work (they themselves have tested negative for COVID-19 or have self-quarantined for 14 days with improving/no symptoms). The employee must also be fever free for 72 hours prior to returning to campus.
- c. If able to work, arrangements will be made to work remotely during the self-quarantine or stay at home period. An internal notification will be made.

The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the person went in the building in accordance with CDC guidelines** (see below).

Protocol if a student feels ill, exhibit symptoms, or has been exposed to COVID-19

- a. If students or other visitors show signs of illness and exhibit symptoms that could be related to COVID-19, or discover they have been in contact with anyone with COVID-19, they will be asked to leave the building, monitor their symptoms, and report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu). Students will need to either test negative for COVID-19 or self-quarantine for 14 days after illness onset and 72 hours after fever is gone, without the use of fever reducing medicine, and experience improvement in any symptoms before returning to class.
- b. Anyone who has been in close contact, for more than 15 minutes, with a person known to have been exposed to COVID-19 will also be asked to stay home. They will not return to campus until the point of contact is verified to be negative for COVID-19 or the situation is deemed safe to return (they themselves have tested negative for COVID-19 or have self-quarantined for 14 days with improving symptoms). The student must also be fever free for 72 hours prior to returning to campus.
- c. Arrangements will be made for the student to remotely attend their classes or other arrangements will be worked out with them. An internal notification will be made in the situation where someone in the building has tested positive.

The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the student went in the building in accordance with CDC guidelines** (see below).

Protocol if an individual who has been in a TBCC building test positive for COVID-19

1. If someone that has recently been in the building tests positive for the virus, this information will be submitted to the Tillamook County Health Department (503-842-3940). The area or building will be closed, as needed, until it has had a deep cleaning in accordance with CDC guidelines. The TBCC building or area would reopen as it is determined to be safe to do so. TBCC will communicate this information as directed by the health department.

CDC guidelines for cleaning and disinfecting the building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area is **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfecting. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>