



## Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan Columbia Basin College

This Columbia Basin College COVID-19 Exposure Control, Mitigation, and Recovery Plan (the “Plan”) includes policies for the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation and cleanliness; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and post-exposure incident project-wide recovery plan.

Pursuant to the Higher Education Gubernatorial Proclamation 20-12.4 and RCW 49.17.060, Columbia Basin College agrees to adhere to the requirements listed in this Plan. No instruction or work will be conducted unless it was determined that all programs can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

CBC understands the practices described in the Plan are required as long as the Higher Education Gubernatorial Proclamation 20-12.4 is in effect, and any applicable amendments thereto, or if adopted as rules by a federal, state, or local regulatory agency. It is also understood that all issues regarding worker safety and health are subject to enforcement action under L&I’s Division of Occupational Safety and Health. The College enacts the Plan for the health and wellbeing of our campus community. The College will ensure its faculty, staff, and students are responsible for abiding by the requirements through education, support and resources, and, if necessary, appropriate disciplinary action for non-compliance.

The College has notified its union partners representing the bargaining units employed by CBC so they are aware of the College’s obligations and the details associated with compliance to the Plan.

The College is committed to adherence of the requirements of the Plan.

Rebekah Woods Rebekah Woods – College President

Michael Lee Michael Lee – Vice President for Instruction, Plan Supervisor

**As Columbia Basin College returns to on-campus services and increased instruction starting in October 2021, all service areas full under this mitigation plan. Listed below are the specific on-campus Instructional Programs.**

### Instructional Training Programs

Name	Division	Date
Nursing	Health Sciences	May 11, 2020
Medical Assisting	Health Sciences	May 11, 2020

Name	Division	Date
Radiological Technology	Health Sciences	May 11, 2020
Surgical Technology	Health Sciences	May 11, 2020
Emergency Medical Technology/Paramedicine	Health Sciences	May 11, 2020
Dental Hygiene	Health Sciences	June 1, 2020
Health Care Central Service Technology	Health Sciences	May 11, 2020
Phlebotomy	Health Sciences	May 11, 2020
Automotive Technology	CTE	May 13, 2020
Welding Technology	CTE	May 18, 2020
Machine Technology	CTE	May 11, 2020
Nuclear Technology	CTE	January 4, 2021
Engineering Technology	Math & Science	May 11, 2020
Chemistry	Math & Science	May 1, 2020
Communication Studies	Arts & Humanities	January 4 2021
Theatre	Arts & Humanities	January 4, 2021
Psychology	Social Sciences & Education	January 4, 2021
History	Social Sciences & Education	January 4, 2021
Criminal Justice	Social Sciences & Education	January 4, 2021
Anthropology	Social Sciences & Education	January 4, 2021
Sociology	Social Sciences & Education	April 5, 2021
Intercultural Studies	Social Sciences & Education	April 5, 2021
Math	Math & Science	April 5, 2021
Physical Education	Math & Science	January 4, 2021
Geology	Math & Science	September 21, 2021
Biology	Math & Science	September 21, 2021
Agriculture	Math & Science	September 21, 2021
Adult Basic Education/HS+/GED/HSC/Open Doors	Transitional Studies	September 21, 2021
Business - Economics	Business	April 5, 2021
English Language Acquisition	Transitional Studies	September 21, 2021
High School Equivalency	Transitional Studies	September 21, 2021
High School Academy	Transitional Studies	September 21, 2021
Occupational Safety and Health	CTE	April 5, 2021
Traffic Control Flaggers	CTE	June 20, 2020
Forklift	CTE	June 12, 2021
Spanish (World Languages)	Arts, Humanities, Comm	April 5, 2021
Music (Orchestra)	Arts, Humanities, Comm	April 5, 2021

Art	Arts, Humanities, Comm	Sept. 21, 2021
Music	Arts, Humanities, Comm	Sept. 21, 2021
English	Arts, Humanities, Comm	Sept. 21, 2021
World Languages (Span/French/Japanese)	Arts, Humanities, Comm	Sept. 21, 2021
Spanish Medical Interpreting Program	Arts, Humanities, Comm	Sept. 21, 2021

### On-Campus Services

Beginning October 18, 2021, all services will return to both campuses to serve students. The departments will be open for the hours of operation: Monday through Thursday 7 a.m. to 4:30 p.m. and Friday 7 a.m. to 12 p.m.

### Service Areas open before October 18, 2021

Name	Division	Operation
Maintenance	Administrative Services	Day M-F
Grounds	Administrative Services	Day M-F
Custodial	Administrative Services	Day/Swing/Grave
Security	Administrative Services	24/7 Shifts
Bookstore	Administrative Services	Varied Hours
Warehouse	Administrative Services	Hours of Operation
Accounting Services	Administrative Services	Intermittent
Information Services	Administrative Services	Intermittent
Food Pantry	Student Services	Varied Hours
Student Services Printing Stations	Student Services	Varied Hours
Financial Aid	Student Services	Intermittent
Human Resources	HR/Legal Affairs	Intermittent
Greenhouse and Research Farm	Instruction	Intermittent
Transitional Studies Services	Instruction	Day M-F
Academic Success Center (Quiet Study Space)	Instruction	Varied Hours

### COVID-19 Supervisor Designations for all Locations

CBC has site supervisors for all instructional programs and on-campus service locations on CBC campuses. The COVID-19 site supervisors are designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. The COVID-19 site supervisors or their designees will be available at all times during work and class activities.

### Site Supervisor Designation List

Name	Programs or Divisions	Building	Telephone
Doug Hughes	Health Sciences	MSC/HSC Buildings	(509) 205-4721
Jesus Mota	Career & Technical Education	CTE Building	(509) 947-4072
Rod Taylor	Math, Science & Engineering	T and N Building/Greenhouse/Research Farm	(509) 475-7524

Monica Hansen	Social & Behavioral Sciences and Education	SWL and X Buildings	(208) 660-1753
Daphne Larios	Adult Basic Education	A and L Buildings	(509) 308-0636
Bill McKay	Arts, Humanities & Communications	A, SWL & P Buildings	(509) 551-5835
Keri Lobdell	Library and Instructional Services	T Building and Library	(509) 521-2014
Kyle Winslow	Business and Computer Sciences	T and B Buildings	(206) 409-8181
David Wilke	Warehouse	A Building	(509) 668-0281
Ken Price	Maintenance	V Building	(509) 727-7893
Eduardo Rodriguez	Security	V Building	(360) 831-9690
Ralph Reagan	Food Pantry	H Building	(206) 941-5986
Debbie Bruce	Bookstore/Student Printing	H Building	(509) 366-0236
Ben Beus	Financial Aid	St. Andrews Loop	(360) 593-1935
Camie Glatt	Human Resources	A Building	(509) 551-7440
Amanda Bragg	Accounting Services	A Building	(509) 528-6665
Heidi Wasem	Information Services	T Building	(253) 691-9036
Anna Tensmeyer	Marketing and Communication	I Building	(509) 845-0341
Lane Schumacher	Student Services	H Building	(509) 528-4655

Site Supervisors and designees were provided with a Site Supervisor Responsibility List detailing their responsibilities. Site Supervisors may at times have designees, such as faculty program directors, leads or coordinators for the different instructional programs. For Plan clarification, compliance issues or requested updates, site supervisors are responsible for contacting Plan Supervisor, Michael Lee.

### COVID-19 Safety Training

No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
1	A safety training must be conducted at all locations, as needed, to explain the protective measures in place for all workers and students, symptom detection, sources of high risk to COVID-19, prevention measures, and leave/benefits policies.  Social distancing	CBC's ES&H Consultant, Michelle Stewart with division representation for the different instructional programs explaining protocols related to the specific allied health or career and technical education requirements.  For all other programs and on-campus services, CBC's ES&H Consultant,	CBC has a COVID-19 Training in the College's online learning management system Canvas, which allows for anytime access and will include periodic updates. The online COVID-19 Training covers all of the topics of the Mitigation Plan.  Graphics & Printing have posters available with deans and supervisors responsible for having	<a href="#">Proclamation 20-12.4 (Issued 07/12/2021)</a> ; <a href="#">Proclamation 20-25.13 (Issued May 21, 2021)</a> ; <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70 (Updated May 21, 2021)</a>  <a href="#">Proclamation 20-12.4 (Issued 07/12/2021)</a> ;

No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
	must be maintained at all gatherings. COVID-19 safety requirements shall be visibly posted at each location.	Michelle Stewart and Campus Security are providing training, along with updates.  CBC Posters are located in each instructional classroom, lab or other setting in which classes are held, along with donning & doffing stations, entry areas, breakrooms, seating areas, etc.	them posted in their areas.  ES&H, Facilities and Campus Security will also post where appropriate for work areas.  Signage should cover proper hygiene and sanitization, physical distancing requirements (as discussed below), face covering requirements, staying away from campus if the individual feels sick, information about how and when to report concerns, and any other appropriate information.	<a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)
2	Attendance will be communicated verbally, and the trainer will sign in each attendee.	Faculty, Supervisors, and the ES&H Consultant will complete training attendance lists for all of the trainings they conduct.  Sign-in rosters will be avoided to reduce contact.	Instructional attendance lists for all academic programs will be retained in the appropriate division office as indicated by the Site Supervisor list.  For on-campus services, training attendance lists will be retained by the ES&H Consultant, Michelle Stewart.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)

### Social Distancing

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
3	Social distancing of at least 3-feet of separation must be maintained by every person at all times when indoors. When	CBC Posters are located in each instructional classroom, lab or other setting in which classes are held, along with	Supervisors will ensure social distancing for their areas and staff, including monitoring use of common areas. Site Supervisors and Faculty will monitor social	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health</a>

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
	<p>strict physical distancing is not feasible for a specific task, other methods to deter the spread of COVID-19 must be used such as use of barriers and minimizing the number of people in narrow or enclosed areas.</p>	<p>donning &amp; doffing stations, entry areas, breakrooms, seating areas, etc.</p> <p>Signage, 3-foot markings, and social distance monitors are being used for reminders of the requirements.</p> <p>Forward facing service areas, computer and other labs, and lines for service is marked for limited use or spacing as appropriate.</p>	<p>distancing of students in various settings.</p> <p>Campus Security Officers will encourage practicing safe and healthy social distancing and hygiene practices while on rounds throughout the campus. This will be approached from an educational standpoint, but resistance will be addressed and/or reported to Campus Security for any needed follow up with applicable supervisor for immediate correction or disposition.</p> <p>The ES&amp;H Consultant and others will periodically inspect areas to ensure compliance.</p> <p>Use of campus vehicles on campus are limited to one person and where two persons must travel in the vehicle, a row between occupants with diagonal seating assignment is required. Masks must also be worn.</p>	<p><a href="#">Requirements and Guidance – Detailed</a>; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); <a href="#">Proclamation 20-12.4 (Issued 07/12/2021)</a></p>
4	<p>Gatherings of any size must adhere to social distancing and/or face covering requirements.</p>	<p>Employees are responsible for meeting social distancing and face covering requirements when around other employees or attending gatherings.</p>	<p>Social distancing and face coverings are required at all gatherings unless otherwise provided for in this plan (e.g., outdoor events that adhere to social distancing).</p>	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">DOH 820-145</a> (Updated March 22, 2021)</p>

5	<p>Identify and control “choke points” and “high-risk areas” at locations where workers and students typically congregate so that social distancing is always maintained.</p> <p>Consider relocating from small classrooms into larger rooms to accommodate more room for social distancing, when possible.</p>	<p>Academic programs will not use locker rooms or other confined spaces. Students will be told to keep personal items locked in their vehicles. Common seating areas will be cordoned off or chairs will be removed. Tables that allow seating for only one individual have been added on campus.</p>	<p>Campus Security will be on patrol in high-risk areas and educating individuals about social distancing rules.</p>	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)</p>
6	<p>Minimize interactions during class activities; ensure minimum 3-feet of separation by physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 3-feet of separation.</p>	<p>As necessary, all academic programs will reduce the number of students in all courses to allow for social distancing. Instructional spaces will have signage and floor markings to indicate the 3-feet of separation.</p>		<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>; <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); and <a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021)</p>
7	<p>To the extent practical, allow only one group/class at a time at the same location/lab/classroom and maintain 3-feet of separation.</p>	<p>All academic programs will schedule classes in appropriate rooms and at appropriate times to allow maximum social distancing. While on campus, students and faculty will practice appropriate social distancing.</p>		<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021)</p>

**Personal Protective Equipment (PPE) – Employer/Training Program Provided**

PPE will be specific to the different instructional programs and work areas. As a minimum, all employees and students are required to wear a face covering while on campus except as provided below.

No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
8	<p>Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed. Facial coverings must be worn by every employee, instructor, and student not working alone (with no chance of human interaction) at the location, and by all patients and clients except for those receiving dental services, unless their exposure dictates a higher level of protection under the Department of Labor &amp; Industries safety and health rules and guidance. Students attending in-person office hours are required to wear a face covering regardless of vaccination status.</p> <p>Employees may lower their masks while working alone and during cool-down breaks as long as appropriate distance from other people is maintained.</p> <p>Students, employees, and visitors who are outdoors and who remain a distance of at least 3-feet from</p>	<p>Instructional program faculty and students are provided PPE appropriate to the program, with a face covering or mask as a requirement. They will also don their appropriate PPE before the lab, class, or activity begins.</p> <p>Employees are provided appropriate PPE for the performance of work, with a face covering as a requirement. Visitors, contractors and vendors without a face covering will be provided with in the H Building, where a computer station will also allow them to complete the appropriate check-in process.</p>	<p>Face coverings for employees and students, visitors, contractors and vendors are a requirement as a minimum PPE as of May 11, 2020.</p> <p>Someone is considered to be working alone when they are isolated from interaction with other people and have little or no expectation of in-person interruption. How often a worker is able to work alone throughout the day may vary.</p> <p>Employees who are working in a cubicle that has 4 walls (at least 6' high) and a door opening, and the worker can maintain social distancing are considered to be "working alone."</p> <p>Campus Security will use education as the first step to enforcing the Secretary of Health's June 29, 2021 face covering order and L&amp;I requirements regarding face coverings. Any students, faculty, or staff that refuse to comply with applicable guidance shall be reported to Campus Security.</p>	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021).</p> <p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Order of the Secretary of Health 20-03.3 – Face Coverings – Statewide</a> (Issued June 29, 2021)</p>



No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
	others from outside their household do not need to wear a mask.			
9	If appropriate PPE cannot be provided to employees or students, the activity is not authorized to commence, recommence, or the activity must be shut down.	Site Supervisors have the authority to close down a class, lab, activity, or work if the appropriate PPE cannot be provided to employees or students.		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); and <a href="#">Order of the Secretary of Health 20-03.2 – Face Coverings – Statewide (Issued May 15, 2021)</a>

### Face Covering Requirement

#### **Sanitation and Cleanliness**

No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
10	Soap and running water shall be provided at all locations to encourage frequent and adequate handwashing.	CBC Campus Buildings have soap and running water at all locations. The College will ensure adequate supplies are provided throughout campus to meet this goal. The College will also strategically place hand sanitizer stations as a secondary resource to meet this goal.	CBC Facilities and Custodial Services will ensure soap and sanitizers are stocked in all locations on campus.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed;</a> <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); and <a href="#">CDC When and How to Wash Your Hands.</a>
11	Workers and students should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after	Employees and students are encouraged to wash their hands regularly in various campus communications, COVID-19 training, posters in bathrooms and other formats.	ES&H Consultant and Campus Security to ensure postings in other campus buildings and work areas.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed;</a>

	coughing, sneezing, or blowing their nose.	Faculty will provide students periodic breaks from instruction to wash hands. Staff providing on-campus services are reminded to leave their workstations to wash their hands regularly.		<a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021); and <a href="#">CDC When and How to Wash Your Hands</a> .
12	Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can be used, but are not a replacement for soap and water.	N/A	N/A	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); and <a href="#">CDC When and How to Wash Your Hands</a> .
13	Post, in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control and Prevention (CDC).	Site Supervisors for instructional programs will ensure integration of handwashing into course curriculum, program protocols, and/or postings in appropriate areas.  ES&H Consultant and Campus Security to ensure postings in other campus buildings and work areas.  Protocols for cleaning will be followed and sanitizing frequently touched areas are reviewed regularly with Custodial Services.  On-campus service areas have sanitizing protocols including cleaning kits distributed on campus as a supplement to Custodial Services	N/A	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)

14	<p>Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.</p>	<p>Hand sanitizer stations are located in all buildings on the campus.</p> <p>Each instructional area and operational area have been provided a cleaning kit (wipes, paper towels, spray bottle of cleaning solution, safety glasses, gloves, etc.) for intermittent use between custodial cleanings.</p>	N/A	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021);  <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021);  <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>; and  <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)</p>
15	<p>Cleaning daily, when there are no confirmed or suspected COVID-19 cases, is generally sufficient with priority given to high-touch surfaces.</p> <p>Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected in accordance with these guidelines, the locations shall be shut down until such measures can be achieved and</p>	<p>Custodial Services has a master list of operational areas on campus with a cleaning schedule. Custodial Services will clean high-touch and common areas at least once per day in accordance with CDC, state, and local guidance. Custodial Services may clean more often when circumstances require.</p>	<p>Faculty, staff, and students can utilize the cleaning kits for intermittent use when needed. Deans and Department supervisors will collaborate with Administrative Services, including Custodial Services, to ensure cleaning kits maintain an adequate supply.</p>	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021);  <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021);  <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>; <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021);  <a href="#">Cleaning and Disinfecting Your Facility</a>; and  <a href="#">Cleaning Guidance for Institutions of Higher Education</a>.</p>

<p>maintained.</p> <p>If an individual with a suspected or confirmed case of COVID-19 accessed campus <b>within 24 hours of being sick</b>, the space they accessed shall be immediately closed, cleaned, and disinfected. If an individual with a suspected or confirmed case of COVID-19 accessed campus <b>between 24 hours and 3 days</b> of being sick, the space they accessed shall be immediately closed and cleaned. If possible, doors and windows should remain open during the cleaning process and use of fans or HVAC is also encouraged. Appropriate PPE shall be worn by employees cleaning and disinfecting the space. Once the space is cleaned and disinfected, the space may be reopened. <b>If 3 days have passed</b> since an individual with a suspected or confirmed case of COVID-19 accessed campus, routine cleaning of the space(s) they accessed is sufficient.</p>		<p>Campus Security to evaluate student, faculty, and staff COVID-19 reports and connect with VP for Administrative Services, as necessary, to proceed with closure, cleaning, and/or disinfection as necessary. Receipt of such notice may also serve as the start of any notice period required under the Health Emergency Labor Standards Act (HELSEA).</p>	<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Cleaning and Disinfecting Your Facility</a>; and <a href="#">Cleaning Guidance for Institutions of Higher Education</a>.</p>
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16	If an employee, student, or visitor reports feeling sick and leaves campus, the area(s) that person worked and/or accessed should be shut down, disinfected, and/or cleaned in accordance with item number 15 above.	<p>Various communications to faculty, staff and students have and will continue to communicate the need to report illness through the Campus Security COVID-19 intake system.</p> <p>Campus Security will collaborate with the rest of Administrative Services for cleaning and sanitization where an employee or student reports feeling sick and goes home.</p>		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)
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### Employee and Student Health/Symptoms

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
17	Create policies, which encourage workers, students, and visitors to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they are encouraged to seek medical attention and inform Campus Security.	<p>Regularly communicated to campus community. Sick leave and attendance policies that support being absent to avoid exposure in the work and learning environments.</p> <p>For COVID-19 symptoms, employees, students, and visitors are responsible for calling Campus Security to complete a COVID-19 Intake, which begins a flowchart process of response by various campus officials depending on the circumstances of the illness. Employees and students will not be allowed back on campus without a fit-</p>	Faculty and staff receive regular communications from President Woods, Human Resources, and on the CBC COVID-19 webpage regarding the need to stay home if sick or leave campus if they become ill.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); and <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a>

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
		for-duty or other medical clearance from a health care provider.		
18	Have employees and students inform their supervisors or instructors if they have a sick family or household member at home with COVID-19. If an employee or student has a family or household member sick with COVID-19, that employee or student must follow the isolation or quarantine requirements as established by the Benton Franklin Health District, State Department of Health, and/or CDC.	See box immediately above.		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)
19	Screen all workers, students, and visitors before they access campus by requiring completion of an attestation before they access campus or going through a COVID-19 screening station before reporting to their duty station.	<p>Employees and students are responsible for a 2-step process anytime they will be on campus.</p> <p>Attestation statement regarding COVID-19 symptoms for students, faculty, and staff and screening stations for visitors and guests.</p> <p>Employees may only report to campus for work as scheduled and when healthy to do so, otherwise, they are responsible for calling in the need to be absent.</p> <p>If the employee, student, or visitor is experiencing COVID-</p>		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); and <a href="#">Washington State Department of Health Guidance for Daily COVID-19 Symptoms Screening of Staff and Guests</a> (Updated May 18, 2021).

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
		<p>19 symptoms, an intake call to the Campus Security is required. When faculty instructors and employee supervisors receive a call from a sick student or a staff person, the faculty instructor and employee supervisor is responsible for reminding the sick person to make an additional call to Campus Security for a COVID-19 intake.</p>		
20	<p>Ask employees and students to take their temperature at home prior to coming to campus or take their temperature when they arrive to campus. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.</p>	<p><b>Employees</b> will submit a daily attestation, including taking their temperature, prior to beginning work either at home or at the on-campus workstation or other computer access provided.</p> <p><b>Students</b> will be responsible for reporting daily for attestation regarding the lack of COVID-19 symptoms. The check-in stations will remain in the H Building and the first floor of the HSC on the Richland Campus. Students are provided and expected to wear a sticker indicating they have checked in while they are on campus.</p> <p><b>Campus Visitors</b> (all those without a CBC issued ID number) entering a building on campus must complete a Visitor COVID-19 Attestation eForm. For</p>		<p><a href="#">Proclamation 20-12.4 (Issued 07/12/2021)</a>; <a href="#">Proclamation 20-25.13 (Issued May 21, 2021)</a>; and <a href="#">Washington State Department of Health Guidance for Daily COVID-19 Symptoms Screening of Staff and Guests (Updated May 18, 2021)</a></p>

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
		<p>those scheduled to visit campus, the department expecting them should send them the link to the eForm for completion prior to the visit. Visitors not expected by anyone on campus will be required to check in at the H Building or the first floor of the HSC on the Richland Campus, or fill out a Visitor COVID-19 Attestation eForm. Signage will be strategically located on campus for visitors as well.</p>		
21	<p>If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.</p> <p>Provide a contact number for students to self-report if they have tested positive for COVID-19 for contact tracing purposes.</p>	<p>CBC has an intake system for employees and students for centralized evaluation of any individual who has been on campus in the previous 14 days and exhibiting symptoms or confirmed with COVID-19. The employee's confidentiality is protected to the greatest extent possible and for those within 6-feet for a cumulative 15 minutes or more, the College contacts those individuals with instructions on how to proceed. Leave is provided to accommodate those individuals to avoid any potential for exposure, even when the individuals are asymptomatic.</p>		<p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021);  <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); and  <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)</p> <p><a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); and  <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021).</p>



No	Requirement	How Accomplished	Additional Notes	Supporting Authority
22	Failure of employees and students to comply with this Plan will result in employees and students being sent home during the emergency actions, for example if an employee or student refuses to wear the appropriate facial covering.	Employees and students have been notified of the expectations and of the consequences for non-compliance.		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021); <a href="#">COVID-19 Prevention in the Workplace: L&amp;I Safety and Health Requirements and Guidance – Detailed</a> ; and <a href="#">DOSH Directive 1.70</a> (Updated May 21, 2021)
23	If an employee or student is confirmed to have COVID-19 infection, employers should inform fellow employees and students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.	CBC has an intake system for employees and students for centralized evaluation of any individual who has been on campus in the previous 7-10 days and exhibiting symptoms or confirmed with COVID-19. The employee's confidentiality is protected to the greatest extent possible and for those within 6-feet for a cumulative 15 minutes or more, the College contacts those individuals with instructions on how to proceed. Leave is provided to accommodate those individuals to avoid any potential for exposure, even when the individuals are asymptomatic.		<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); and <a href="#">Proclamation 20-25.13</a> (Issued May 21, 2021)
24	Evaluate alternative workplace adjustment or assignments for high-risk employees as required by the Health Emergency Labor Standards Act.		This is an HR Process. Employees may begin the process of requesting an alternative workplace adjustment or assignment by completing the High-Risk Employee Request Form.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021); Health Emergency Labor Standards Act.

No	Requirement	How Accomplished	Additional Notes	Supporting Authority
25	<p><b>Domestic Travel:</b> An employee or student who <b>is not</b> fully vaccinated must receive a COVID-19 test within 3 to 5 days after returning from their travel and quarantine for 7 days (even with a negative test). Employees or students who have not been tested for COVID-19 need to quarantine for 10 days. An employee or student who <b>is</b> fully vaccinated should self-monitor for COVID-19 symptoms, but may access campus without the need for a negative COVID-19 test or a quarantine period.</p> <p><b>International Travel</b> An employee or student who <b>is not</b> fully vaccinated must receive a COVID-19 test within 3 to 5 days after returning from their travel and quarantine for 7 days (even with a negative test). Employees or students who have not been tested for COVID-19 need to quarantine for 10 days. An employee or student who <b>is</b> fully vaccinated must receive a COVID-19 test within 3 to 5 days after returning from their travel and should self-monitor for COVID-19 symptoms before returning to campus.</p>			<p><a href="#">Modified COVID-19 Travel Advisory</a> (Issued March 19, 2021); and <a href="#">CDC Guidance Domestic Travel During COVID-19</a></p> <p><a href="#">Modified COVID-19 Travel Advisory</a> (Issued March 19, 2021); and <a href="#">CDC Guidance International Travel During COVID-19</a></p>

## Vaccination Reporting

No.	Requirement	How Accomplished	Additional Notes	Supporting Authority
26	Collect vaccination status for students, faculty, and staff.	Using a private online attestation form, allow students, faculty, and staff to designate their vaccination status.	All attestations will be held in strict confidence.	<a href="#">Proclamation 20-12.4</a> (Issued 07/12/2021)

## Location Visitors

A daily attendance log of students, visitors, and workers must be kept and retained for at least four (4) weeks. The log must include the name, phone number, and email address of all workers, students, and visitors.