Overview

On May 4, 2020, Washington Governor Jay Inslee signed an order establishing a “Safe Start” plan, a phased approach to reopening Washington’s economy. This plan outlines 4 phases of reopening, with phase 1 beginning on Tuesday, May 5.

To the greatest extent possible, SPSCC will align our campus reopening plans with these phases. Within that framework, this plan is laid out in four sections, one for each reopening phase.

Within each phase, this document addresses the following topics:

- State of Campus Operations
- Phase in Brief
- Permitted On-Campus Activities
- Physical Safety Protocols on Campus
- Individual Safety Protocols on Campus

Everyone’s cooperation with the processes and procedures outlined in this document is essential to ensuring the health and safety of our campus community and the college’s compliance with state and accreditation regulations.

SPSCC’s designated COVID-19 Campus Supervisor is the college’s Director of Safety and Security, Rob Shailor. Instructional deans will serve as COVID-19 Program Supervisors for academic programs within their instructional area.
**PHASES OF WASHINGTON’S “SAFE START” PLAN**

**WASHINGTON’S PHASED APPROACH**
Modifying Physical Distancing Measures as we Reopen the State

<table>
<thead>
<tr>
<th>INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES</th>
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<td><strong>Business/Employers</strong></td>
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<td>- Auto/vehicle/CRV sales</td>
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<td>- Pet supplies</td>
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<td>- Pet walkons</td>
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*High-risk populations include older adults, people with chronic medical conditions, and people who are pregnant.

**Note:** This document provides a summary of the phases of Washington’s “Safe Start” plan. For detailed guidelines and updates, please refer to the official Washington State guidelines and resources available online.
PHASE 1 – Begins May 5, 2020

Phase 1: Phase in Brief

✓ Campuses remain closed with most services and instruction happening virtually
✓ Limited in-person instruction will happen on campus with strict safety protocols in place
✓ Access to campus spaces is limited and custodial efforts will prioritize spaces associated with in-person instructional activities
✓ All common spaces remain closed
✓ Any employee who plans to come to campus needs to complete the online “Campus Access” form affirming that they have conducted a health self-assessment and should wear a face covering while on campus

Phase 1: State of Campus Operations

During phase 1, SPSCC campuses remain closed to the general public and most students, faculty, and staff (limited exceptions are noted below). Operations and services will continue to happen virtually and most employees will continue to work remotely.

Phase 1: Permitted Activities on Campus

Some instructional programs—those that closely align with essential businesses, as identified by the Governor’s office—will be allowed to bring students to campus for hands-on instructional activities. These instructional activities will be conducted with strict safety protocols in place.

In addition to instructional programs, a few staff members may be asked to report to campus, primarily for duties that directly support distance and in-person learning efforts or critical college services that cannot be accomplished remotely. **No staff or faculty should be on campus unless requested or given permission by their direct supervisor.**

Additional activities permitted by the Governor’s office may be added to this list during phase 1. These could include activities such as drive thru pick up of food pantry supplies, in-person support for new student registration, and related support services that will assist students as they navigate their distance learning experience.

Phase 1: Physical Safety Protocols on Campus

To the greatest extent possible, campus administration will seek to limit the number of spaces used on each campus, and Facilities will assist with physical alterations in these spaces to support social distancing and enhance employee and student safety.
Campus Access

Campus buildings remain locked. Any employees coming to campus will need to bring their keys and access cards. Buildings scheduled to be open for instructional activities will have only one designated entry/exit door unlocked.

Cleaning and Disinfecting

During phase 1, campus cleaning and disinfecting protocols are:

- Custodial staff will continue cleaning and disinfecting college facilities on a regular ongoing basis. Their efforts will prioritize spaces scheduled to be used for instructional activities, childcare, and spaces associated with critical college activities.
- As needed, facilities staff will provide training on cleaning and disinfecting procedures for frequently touched areas.
- In the event the college is notified of a confirmed case of exposure, custodial staff will be dispatched to perform cleaning and disinfecting of all spaces known to have been associated with the report. Buildings will be isolated until the spaces have been properly addressed.

Instructional Spaces

Our facilities department has provided cleaning supplies to labs for students and faculty to use. Supplies within the kits are listed on an inventory sheet provided with the kits (see sample label below). Facilities can be contacted at x5493 or via Facilities Work Order for refills as needed.

Common Spaces

No common spaces will be open during phase 1. Spaces that will remain closed during phase 1 include (but are not limited to):

- Computer labs
- Library
- LSS East and West
- Clipper Café and Percival Restaurant
Confirmed Case: Cleaning Procedure

If we receive information indicating an individual associated with SPSCC tests positive for COVID-19 and likely visited our campus we will temporarily close campus for a deep cleaning of the areas the person visited while on campus. An emergency notification would be sent out from Omnilert.

Phase 1: Individual Safety Protocols on Campus

General Guidelines

For staff, faculty, and students who need to come to campus, we encourage you to only come when absolutely necessary or when scheduled by your supervisor to work on campus. While you are on campus we ask that you follow these guidelines (additional details on each guideline are outlined below):

- Before coming to campus, **all employees must complete the online Campus Access form**, verifying that they have conducted a self-assessment of their current health and that they understand the protocols they are expected to follow on campus;
- Along with practicing social distancing while on campus, you should wear a mask or face covering in all spaces where you could possibly come in contact with others;
- Keep an activity log to track all spaces you access each time you are on campus; and
- Be thoughtful about custodial limitations and keep your movements and mess to a minimum.

Online Campus Access Form

Before coming to campus, all employees must complete the online Campus Access form. This form is available on the “Employees” page of the website: spscc.edu/staff. This form needs to be completed **before each visit**, even if the visit is part of your regular schedule.

As part of this form, you will be asked to affirm that you have completed a self-assessment of your current health. This self-assessment consists of asking yourself the following questions:

- **Do I have a fever (100.4 or higher), or a sense of having a fever?**
Do I have a new cough that I cannot attribute to another health condition?
Do I have a new shortness of breath that I cannot attribute to another health condition?
Do I have a new sore throat that I cannot attribute to another health condition?
Do I have new muscle aches (myalgias) that I cannot attribute to another health condition?

If you respond “yes” to any of the self-assessment questions, do not come to campus and notify your supervisor or faculty member. A complete list of symptoms associated with COVID-19 can be found at the Centers for Disease Control.

If you develop possible symptoms while on campus you should leave campus immediately and notify your immediate supervisor or faculty member. Additionally, if you develop symptoms while away from campus and have visited campus in the previous 14 days, notify your immediate supervisor or faculty member.

Supervisors or faculty who are made aware of students or employees experiencing possible symptoms should report it immediately via the COVID-19 Reporting & Tracking Form. After a report is submitted, updates on an individual’s status can be emailed to security@spscc.edu (updates might include whether the person is tested for COVID-19, receives test results, or feels well enough to return to campus).

Social Distancing and Face Covering

As recommended by the CDC and Washington Department of Health, anyone who comes to campus should practice social distancing to the greatest extent possible. Primarily, this is achieved by keeping at least 6 feet of distance between yourself and others.

When you are on campus and cannot maintain 6 feet of distancing from others or are using a shared space (any space other than your private office or workspace), you should wear a face mask or face covering. Shared spaces include, but are not limited to, parking lots, restrooms, hallways, classrooms, laboratories, and copy/work rooms.

Employees who have their own fabric face covering are welcome to wear them. Employees who do not have their own mask or face cover will be provided with disposable masks to use while on campus. If an employee’s tasks require additional PPE (such as gloves, face shields, or eye protection), that equipment will also be provided.

Facilities has procured disposable masks and supervisors will distribute them as needed (see image below for description of these disposable masks).
Activity Log

If an SPSCC student or employee contracts COVID-19, it will be important to know if they were on campus while possibly infected and what spaces they used on campus. This will assist us in ensuring those spaces are thoroughly cleaned and disinfected and in alerting others to possible exposure.

By keeping a simple activity log each time you are on campus noting the times and dates you visited and each space that you accessed, you will give our campus facilities team the best chance to thoroughly clean and disinfect. Remember to include every space you access including copy/work rooms, restrooms, and storage closets.

Here is a sample table that can be used to construct your personal activity log:

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<tr>
<th>Date</th>
<th>Time Arrived on Campus</th>
<th>Time Departed</th>
<th>Spaces Accessed</th>
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Minimizing Custodial Impact
As mentioned above, custodial staff are prioritizing spaces associated with in-person instruction and critical college services. They are not maintaining their normal schedule of checking garbage cans, vacuuming, and cleaning highly trafficked areas. To assist them with keeping campus clean and comfortable, keep the following in mind:

- Minimize your movements around campus and spend the minimum amount of time necessary to complete your activities.
- Use only one door to enter and exit your building and use the restroom nearest your workspace. Custodial will sanitize high touch surfaces (such as light switches and door handles) along these routes.
- Do not bring any food or perishable items into campus buildings. Use the “pack it in, pack it out” method if you have food waste from your visit.