

Chemeketa Community College COVID-19 Health and Safety Operational Plan

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Introduction

From the beginning of the COVID-19 crisis in March, Chemeketa has remained steadfast in its commitment to the safety and well-being of students, employees, and community members. Each day brings more developments concerning the virus. Chemeketa has been closely following the guidance of health agencies and the Higher Education Coordinating Commission to make prudent decisions concerning the health and welfare of employees and students. The college is continuing to receive and comply with this guidance. The following plan is informed by public health experts at the national, state, and local levels. In it, we outline Chemeketa's approach to ensuring that the health of everyone is foremost while students progress toward meeting their educational goals.

We know that this pandemic has disproportionately affected those most at risk in our communities, including people with underlying medical conditions, low-income and marginalized populations, and those who have historically experienced the racism that has led to systemic health disparities. In our planning, we strive to be mindful of systemic inequities and work to address them in our approach. We will likely miss some things and rely on our community to help us do better.

In everything we do as a college at this time, we are striving to ensure the health and safety of our employees and students while continuing to offer the educational programs and services that are critical for our area's economic and workforce development. Chemeketa is prepared to respond to scientific developments in the understanding of the disease and employ effective measures to protect the health and safety of the community.

Please feel free to contact me with any questions, comments or concerns.



Jessica Howard, Ph.D.
Chemeketa Community College President/CEO

About this plan

This plan explains Chemeketa Community College's efforts to meet the June 12, 2020 requirements from Oregon Governor Kate Brown's Executive Order 20-28, the Oregon Health Authority (OHA), and Higher Education Coordinating Commission (HECC) Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities document.

To facilitate the review and verification of compliance, this plan presents two documents in a side-by-side table format. The left column shows the OHA/HECC requirements and the right column depicts Chemeketa's protocols or procedures to fulfill each requirement. This methodology is presented for ease of review by our student and employee associations, our local public health authority partners, and our Board of Education.

Assumption: These health and safety precautions will be necessary until a COVID-19 vaccine is developed and distributed, people are inoculated, or herd-immunity is achieved. Until that time, the health and safety of our students and employees remain our paramount concern. We are resolute that we will provide a safe environment for students to be able to obtain the education they want and need to benefit themselves and society.

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Key Principles

Reduce Potential Exposures

The mainstays of reducing exposures to the coronavirus and other respiratory pathogens are:

OHA/HECC Key Principle	Chemeketa Community College Efforts
<ul style="list-style-type: none"> ● Physical Distancing 	<ul style="list-style-type: none"> ● College locations limited to only essential employees and students with prior authorization ● Centers for Disease Control (CDC) and Chemeketa signage posted on entrances to facilities in both English and Spanish ● CDC and Chemeketa signage posted in approved face-to-face labs ● Floor markings (e.g. tape) indicate student/customer spacing ● Removal of chairs, tables, and computer monitors to maintain six-foot distancing
<ul style="list-style-type: none"> ● Hand Hygiene 	<ul style="list-style-type: none"> ● Available handwashing facilities wherever people are present ● Bilingual English and Spanish signage reinforcing handwashing placed in all restrooms districtwide ● Adequate soap and water available, as well as hand sanitizer
<ul style="list-style-type: none"> ● Cohorts 	<ul style="list-style-type: none"> ● Face-to-face lab size restricted to a maximum of 10 (students and employees) ● Cohort and class sizes comply with square-footage requirement per student and county's current phase group size limitation
<ul style="list-style-type: none"> ● Protective Equipment 	<ul style="list-style-type: none"> ● Effective June 22, Chemeketa requires all individuals entering any college location to wear a face covering; this applies to all employees, students, and visitors ● In accordance with OHA guidance, "Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a mask, face shield or face covering can request an accommodation to enable full and equal access to services, transportation, and facilities open to the public" ● The college provides face covering for any student or employee

	<ul style="list-style-type: none"> arriving without one Reusable cotton face coverings provided for employees More advanced Personal Protective Equipment (PPE) provided for certain situations
<ul style="list-style-type: none"> Environmental Cleaning and Disinfecting 	<ul style="list-style-type: none"> Infectious disease cleaning protocols and chemicals employed High-use, high-touch surfaces cleaned before and after each classroom session Each evening, college custodial crew cleans each classroom used Lab equipment used by students is cleaned with disinfectant before being used by other students Gloves used as appropriate for the substances involved in lab work
<ul style="list-style-type: none"> Isolation of those who are sick and quarantine of those who have been exposed 	<ul style="list-style-type: none"> Students and employees conduct self-check of COVID-19 symptoms prior to start of activities; if symptoms are not attributable to another condition, they will be excluded from that day's activity and encouraged to seek medical advice If student/staff becomes sick during course of class/activity, they will be dismissed and encouraged to seek medical care or return home If student or employee becomes ill and requires a ride, they will be escorted to the nearest isolation room to await transport Isolation rooms will be identified at each facility Chemeketa does not have residential housing; quarantine for students and employees will be in accordance with "close contact" CDC guidance; close contact is defined as an individual who has spent at least 15 minutes within six (6) feet of a person with a confirmed or probable case of COVID-19
<ul style="list-style-type: none"> With above considerations foremost, outdoor activities are safer than indoor activities 	<ul style="list-style-type: none"> Outdoor activities considered where conducive to learning environment and feasible for overall safety

Standards

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> Follow OHA's Public Guidance & CDC Guidance on Covid-19 	<ul style="list-style-type: none"> Chemeketa Community College COVID-19 Health and Safety Operational Plan addresses efforts to mitigate the effects of the COVID-19 pandemic and minimize risk to students and employees in accordance with OHA and CDC guidance
<ul style="list-style-type: none"> Implement measures to limit the spread within buildings & campus settings 	<p>Chemeketa has followed CDC and OHA guidance to limit the spread of the SARS-CoV-2 virus that causes COVID-19. Efforts include:</p> <ul style="list-style-type: none"> Minimizing people on campus to essential employees and authorized students Directing students and employees to self-check for symptoms; requiring sick students and employees to remain at home Requiring individuals wear face coverings while on campus Advocating hand hygiene and respiratory etiquette through signage in restrooms and classrooms Removal of chairs, tables, desks, and monitors to create adequate physical space for social distancing Floor marking and signage to reinforce social distancing Enhanced cleaning of high-use and high-contact surfaces used by students and employees Students and employees clean high-touch high-contact surfaces and equipment used during class Each evening, custodial crew cleans classrooms and restrooms used that day Email and online communications to students and employees for risk-prevention measures

<ul style="list-style-type: none"> ● Permit remote instruction/telework and other reasonable accommodations for students and employees 	<p>Chemeketa has prioritized remote instruction and telework by:</p> <ul style="list-style-type: none"> ● Conducting remote instruction since Spring Term 2020 ● Permitting telework since Spring Term 2020 ● Working with students and staff individually for ADA-related accommodations through Student Accessibility Services and Human Resources departments ● Planning to continue remote operations and instruction until Winter Term 2021
<ul style="list-style-type: none"> ● Recommend use of face coverings for all students, staff, and faculty 	<ul style="list-style-type: none"> ● Effective June 22, Chemeketa requires all individuals entering any college location to have a face covering; this applies to all employees, students, and visitors ● The college provides a disposable face covering to any student or employee who does not have one ● Health exceptions to the face-covering requirement are requested through Student Accessibility Services and Human Resources, as appropriate
<ul style="list-style-type: none"> ● Require use of face coverings in settings where six feet of physical distance between people is difficult to maintain 	<ul style="list-style-type: none"> ● Chemeketa requires face coverings for all on-campus activities ● Face coverings required in settings where six feet of physical distance between people is difficult to maintain, in compliance with the OHA standard ● For those settings where physical environment precludes safe use of face covering (e.g., welding), other preventive measures will be used to minimize exposure risk
<ul style="list-style-type: none"> ● For college-operated retail establishments, restaurants, transportation, recreational sports, childcare, events or functions not addressed, follow OHA guidance for the respective sector 	<ul style="list-style-type: none"> ● Chemeketa will follow the OHA sector-specific guidance for the bookstore, transportation, food service, sports, childcare, and events ● The college's Phased Reopening Chemeketa Task Team reviews and makes recommendation for face-to-face labs and events to standardize safety protocols and operational procedures
<ul style="list-style-type: none"> ● Work with local public health authority to ensure effective response to & control of outbreaks through sharing information 	<ul style="list-style-type: none"> ● Chemeketa follows guidance of Marion, Polk, and Yamhill counties' local public health authorities (LPHA) ● The college maintains a mechanism to collect reports of confirmed and

when appropriate	<p>suspected COVID-19 illness of students, staff, tenants, and vendors using college facilities</p> <ul style="list-style-type: none"> ○ General information collected for notification and contact-tracing purposes ● Primary method of notification will be through individual's primary care provider or testing location ● The college will follow outbreak notification requirements of the local public health authority in the county where the facility is located
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Entry and Self-Screening

Colleges and universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> ● Allow campus spaces and buildings open only for official college business & not to general public but may allow access for authorized community programs if programs can adhere to applicable guidelines 	<ul style="list-style-type: none"> ● Chemeketa is operating remotely ● College locations are only open to students and staff in PRCTT-approved face-to-face labs and activities ● Tenants and vendors are required to operate within applicable OHA sector guidance; in the absence of guidance, the tenants or vendors will comply with this COVID-19 Health and Safety Plan ● The college maintains a tracking spreadsheet for essential and drop-in employees for contact tracing and notification purposes ● Community program access to campus is assessed on a case-by-case basis and is recommended to the college executive team if PRCTT determines COVID-19 safety requirements are met
<ul style="list-style-type: none"> ● Encourage students, staff & faculty to perform hand hygiene upon arrival to campus daily 	<ul style="list-style-type: none"> ● Hand hygiene recommendation signage is posted in all restrooms in English and Spanish ● Recommend faculty and supervisory staff encourage hand hygiene upon campus arrival
<ul style="list-style-type: none"> ● Require students, staff & faculty to conduct self-check for COVID-19 symptoms before coming to campus and 	<ul style="list-style-type: none"> ● In accordance with Chemeketa's Serious Communicable Diseases Control Procedure 2290, the college expects that students and employees will be sensitive to symptomology and utilize sound

<p>instruct to stay home if Covid-19 symptoms occur</p>	<p>judgment in determining their level of serious communicable disease, following guidelines provided by their health care providers and official public health information</p> <ul style="list-style-type: none"> ● The college follows the public health guidance provided by the CDC, OHA, and LPHAs ● The college requires all sick employees and students to stay home when ill ● The college requires students and employees to assess their wellness before coming to campus by using: <ul style="list-style-type: none"> ○ The CDC's Watch For Coronavirus Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. If these symptoms are not attributable to another condition, the student and employees should seek medical advice and not come to campus ○ CDC Self-Checker (see CDC webpage, above) ● Sick students and staff should notify their faculty or supervisor of illness by available means, and follow the notification procedures in the Chemeketa's Communicable Disease Plan Policy # 2290 POL ● The college is researching other electronic means (e.g., MyChemeketa, Canvas, link in syllabus, and commercial-off-the-shelf apps) to allow students and employees to report wellness checks and illness ● The college recommends and reinforces the message: "When in doubt, stay home" through signage and staff and students communications.
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Isolation Measures

Colleges and universities shall take steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> The person should immediately return to their place of residence, or isolate in a designated isolation area, until they can safely return to their residence or be transported to a health care facility. Students whose place of residence is within a campus residence hall shall be isolated in a designated isolation area, with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE). 	<ul style="list-style-type: none"> Effective June 22, Chemeketa requires all individuals entering any college location to wear a face covering; this applies to all employees, students, and visitors The ill person will be directed to return to their place of residence; the ill person will don face covering if not previously worn If too ill to safely drive themselves, the ill person will be escorted to a dedicated isolation room until transportation can be arranged; ill person and escort will don face coverings if not previously worn The college has no on- or off-campus residence halls
<ul style="list-style-type: none"> The person should seek medical care and COVID-19 testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation. 	<ul style="list-style-type: none"> Chemeketa has no medical or health care facility and does not provide COVID-19 testing Individuals who are at college locations will be directed to contact their own health care providers Employees who test positive will disclose to the supervisor and Human Resources Students who test positive for COVID-19 or are presumed to have COVID-19 will disclose this to the office of Executive Dean of Student Development & Learning Resources or Human Resources or the Director of Student Accessibility Services or designee The college recognizes that a student's or employee's medical condition is confidential information and will treat it as such unless otherwise provided by law

<ul style="list-style-type: none"> ● If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 72 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. 	<ul style="list-style-type: none"> ● Chemeketa encourages ill students and employees to keep their faculty or college supervisors apprised of their recovery ● The college reserves the right to ask students or employees who show signs and symptoms of a serious communicable disease to seek medical evaluation and provide a medical release prior to returning to classes or work when appropriate
<ul style="list-style-type: none"> ● If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at their place of residence until 72 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. 	<ul style="list-style-type: none"> ● Chemeketa encourages ill students and employees to keep their faculty or supervisors apprised of their recovery ● The college reserves the right to ask students or employees who show signs and symptoms of a serious communicable disease to seek medical evaluation and provide a medical release prior to returning to classes or work when appropriate
<ul style="list-style-type: none"> ● If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 72 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. 	<ul style="list-style-type: none"> ● The college encourages ill students and employees to keep their faculty or supervisors apprised of their recovery ● Chemeketa reserves the right to ask students or employees who show signs and symptoms of a serious communicable disease to seek medical evaluation and provide a medical release prior to returning to classes or work when appropriate
<ul style="list-style-type: none"> ● Any faculty, staff, or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from local public health authority. ● Any faculty, staff, or student known to have been exposed to COVID-19 (a “close contact”) should quarantine in their place of residence and at least six feet away from everyone, including household members, for the 14 days after their last 	<ul style="list-style-type: none"> ● Chemeketa advises any employee or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days to stay in their place of residence and follow instructions from local public health authority ● Chemeketa advises any employee or student known to have been exposed to COVID-19 (e.g., a close contact) should quarantine in their place of residence and keep at least six feet away from everyone, including household members for 14 days after their last exposure to the person with COVID-19, and follow instructions from local public health authority ● The college encourages ill students and employees to keep their faculty or supervisors apprised of their recovery

<p>exposure to a person with COVID-19, and follow any other direction from their Local Public Health Authority. Local Public Health Authorities may consider ending quarantine early for close contacts who have not developed any symptoms or who receive a negative test result by antigen or PCR test.</p>	<ul style="list-style-type: none"> • The college reserves the right to ask students or employees who show signs and symptoms of a serious communicable disease to seek medical evaluation and provide a medical release prior to returning to classes or work when appropriate
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Health-Related Communication

Chemeketa is monitoring COVID-19 events and following the guidance of the OHA, CDC, HECC and LPHAs.

Chemeketa has implemented the following health-related communications to students, staff, and faculty:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> • Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom. 	<ul style="list-style-type: none"> • Ongoing communication of COVID-19-related information is provided through all-student and all-employee emails, as well as the college’s external and internal websites • Chemeketa has a comprehensive, multi-media marketing department and strategy for continuous promotion of hand hygiene, face coverings, and distancing measures • The college has implemented COVID-19 health-related signage throughout all its locations in buildings, classrooms, and restrooms to include: <ul style="list-style-type: none"> ○ Posters in Spanish and English depicting hand hygiene ○ CDC’s Stop the Spread of Germs (COVID-19) posters in Spanish and English depicting cleaning, disinfecting, and prevention

	<ul style="list-style-type: none"> ○ Two reader boards at two college entrances stating, “FACE COVERINGS REQUIRED SE REQUIERE EL USO DE RECUBRIMIENTO FACIAL” ○ Signage in Spanish and English on all entrances to buildings stating, “Face Coverings Required - Se Requiere el uso de Recubrimiento Facial”
<ul style="list-style-type: none"> ● Advise faculty and staff that working while ill is not permitted. 	<p>Chemeketa regularly communicates with employees to reinforce that working while ill is not permitted. Example from employee email notice: <i>Chemeketa Community College remains committed to your safety and encourages the following steps and resource use to help maintain your health and well-being:</i></p> <ul style="list-style-type: none"> ● <i>Stay home from school or work if you are sick</i> ● <i>Avoid contact with people who are sick</i> ● <i>Wash your hands often with soap and water, and for at least 20 seconds</i> ● <i>Avoid touching your eyes, nose, and mouth with unwashed hands</i> ● <i>Cover your cough and sneeze with a tissue or sneeze into your elbow</i> ● <i>Clean and disinfect shared surfaces and objects that are touched frequently</i>
<ul style="list-style-type: none"> ● Ensure that faculty and staff remain current on health trainings. They should anticipate the need for additional faculty and staff training related to increased precautions and updated protocols. 	<ul style="list-style-type: none"> ● Health and safety trainings provided for all employees approved to conduct face-to-face labs and events held on campuses ● Trainings include: room set-ups, hygiene, sanitation, disinfecting, physical distancing, face-coverings, and glove protocols ● Chemeketa provides COVID-19 health and safety training via face-to-face training, available systems (i.e.,Canvas, Google slides), and through its website tools (dashboard, myChemeketa and public website) ● Employees will receive the training prior to start of term, periodically throughout term, and as requested or required by new guidance ● Students will receive the training through course syllabi, Canvas, and emails prior to the start of classes. Employees will conduct COVID-19 healthy and safety training during the first week of course
<ul style="list-style-type: none"> ● Administrators could collaborate with 	<ul style="list-style-type: none"> ● Chemeketa uses the guidance available from the OHA and CDC to

<p>health professionals to provide evidence-based education.</p>	<p>increase awareness of the pandemic situation and proper protocols</p>
<ul style="list-style-type: none"> ● Advise students, faculty, and staff not residing on campus to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. 	<ul style="list-style-type: none"> ● Not applicable; Chemeketa has no residence halls
<ul style="list-style-type: none"> ● Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements. 	<p>Custodial staff is taking a five-step approach to cleaning:</p> <ul style="list-style-type: none"> ● Enhanced hand hygiene <ul style="list-style-type: none"> ○ Providing soap and hand sanitizer, paper towels, and touch-free dispensers ● Comprehensive surface cleaning <ul style="list-style-type: none"> ○ Providing the appropriate cleaning and disinfectant products ○ Using solution-dispensing systems for correct metering of product ● High-touch surface disinfecting <ul style="list-style-type: none"> ○ Targeting high-touch surfaces to suppress the spread of viruses ● Personal protective equipment (PPE) <ul style="list-style-type: none"> ○ Providing PPE and training staff on its proper use ● Providing ongoing cleaning-industry expertise and trainings <ul style="list-style-type: none"> ○ Utilizing the “SafeColleges” online training platform ○ Product trainings through our chemical supplier WAXIE University ○ Bloodborne pathogens training ○ SDS “Right to Know” ○ PPE program ○ COVID-19 facility surface cleaning, disinfecting and usage guideline training
<ul style="list-style-type: none"> ● Develop a letter or communication to faculty and staff to be shared at the start of on-campus education and at periodic 	<ul style="list-style-type: none"> ● Communications updates are being provided through the college president’s emails to students and employees, Chemeketa Connects employee newsletter, and the college’s public website http://go.chemeketa.edu/coronavirus.

<p>intervals explaining infection control measures that are being implemented to prevent spread of disease. Alternatively, share protocols.</p>	<ul style="list-style-type: none"> • Chemeketa will provide COVID-19 safety protocols and procedures to employees and students through: course syllabi, Canvas, emails, and the college website
<ul style="list-style-type: none"> • In partnership with local public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with COVID- 19. 	<ul style="list-style-type: none"> • In partnership with local public health authorities, Chemeketa has many tools to communicate immediately with students and employees when new cases of COVID-19 are diagnosed, to include: <ul style="list-style-type: none"> ○ RAVE Alert Mobile Systems which can notify with text messages, phone calls, and emails ○ Direct communications (email/phone) to employees and students determined to be within close prolonged contact of person diagnosed with a case of COVID-19
<ul style="list-style-type: none"> • In partnership with local public health authorities, develop protocols for communicating immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding. 	<ul style="list-style-type: none"> • In partnership with local public health authorities, Chemeketa has many tools to communicate immediately with students and employees when new cases of COVID-19 are diagnosed, to include: <ul style="list-style-type: none"> ○ RAVE Alert Mobile Systems which can notify with text messages, phone calls, and emails ○ Direct communications (email/phone) to students and employees determined to be within close prolonged contact of person diagnosed with a case of COVID-19 • Communication describes the college's efforts to notify, respond to, and clean the specific areas of contact. Information/links will be provided for affected individuals to monitor their health, and to contact college if their health changes.
<ul style="list-style-type: none"> • Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to their campus community. 	<ul style="list-style-type: none"> • Chemeketa is an Hispanic Serving Institution; COVID-19 signage, training and other communications are in both Spanish and English.

Hand Hygiene and Respiratory Etiquette

Colleges and Universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> ● Use signage and other communications to remind students, faculty and staff about the utmost importance of hand hygiene and respiratory etiquette. <ul style="list-style-type: none"> ○ Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-90% alcohol. ○ Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized on entry and exit to each room. 	<ul style="list-style-type: none"> ● Chemeketa has posted bilingual (Spanish and English) hand hygiene etiquette in all restrooms ● The college has posted the CDC’s Stop the Spread of Germs (COVID-19) posters at facility entrances used for face-to-face labs, and displayed them conspicuously in the labs and classrooms used for face to face instruction ● Employees will brief students on available hand sanitizer and provide a face covering if the student does not have one

Faculty and Staff

Colleges and Universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> • Ensure that campus health care providers have the personal protective equipment that they need to see students safely. As appropriate, provide face masks, shields, N95 masks, gloves, and protective clothing for health and other personnel who might interact with ill staff or students. Local public health can help if colleges and universities are unable to obtain PPE through usual channels. 	<ul style="list-style-type: none"> • Chemeketa does not have campus health care providers or provide healthcare to students • The college requires students and employees to wear face coverings while on campus. The college will provide face coverings as needed
<ul style="list-style-type: none"> • If feasible, arrange for fit testing for N95 masks and PPE training for health care and other personnel who might interact with ill faculty, staff or students. 	<ul style="list-style-type: none"> • Chemeketa Environmental, Health and Safety Office accomplishes fit testing and training for employees requiring N95 respirators. The “Employee Mask - Face Covering / Respirator Guide for COVID-19 Protection” describes the type of masks/face coverings required for the task or situation. • Employee Mask-Face Covering Guide
<ul style="list-style-type: none"> • Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill. 	<ul style="list-style-type: none"> • Chemeketa requires employees to not work while ill • Chemeketa’s Human Resources Department has reviewed its sick leave policies and researched federal and state COVID-19 guidance to ensure employees are kept informed of policy changes

General Facilities

Colleges and Universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces. CDC provides guidance on disinfecting public spaces. See CDC’s “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes”: https://www.cdc.gov/coronavirus/2019-nCoV/community/reopen-guidance.html 	<ul style="list-style-type: none"> Employees and students clean and disinfect high-touch and high-use equipment and surfaces after each use and at the end of class Chemeketa’s Custodial Department monitors class schedule and conducts daily cleaning and disinfection of labs, testing centers, restrooms, and entrances/exits used in addition to standard cleaning protocol Custodial staff use the CDC guidance for cleaning public spaces
<ul style="list-style-type: none"> Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses. Guidance on ventilation and filtration is provided by CDC https://www.cdc.gov/coronavirus/2019-nCoV/community/guidance-business-response.html) and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) (https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during 	<ul style="list-style-type: none"> Chemeketa is conducting remote operations and will continue to do so until COVID-19 restrictions are lifted. At this time, heating and ventilation systems are turned off in facilities not in use to conduct face-to-face labs or essential operations Chemeketa Facilities and Operations heating, ventilation, and air conditioning (HVAC) staff monitor air circulation and ventilation HVAC staff are developing plans for more frequent building systems filter change and maintenance

- the-covid-19-pandemic).	
<ul style="list-style-type: none"> Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens. 	<ul style="list-style-type: none"> Open windows during room use are encouraged where feasible Many of the newer facilities have a hybrid ventilation system that will open windows and engage fans as part of the climate control for the classroom

Instructional Activities

General Instruction

For all *general* instruction offered for courses that lead to a certificate or degree, colleges and universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space. 	<ul style="list-style-type: none"> Chemeketa is limiting current student class capacity to a maximum of 10 (students/employees) As more courses are requested for face-to-face operations, the PRCTT will conduct square footage assessments to revise capacity if the 35-sq-ft per student minimum requirement can be obtained while maintaining six-foot physical spacing Course capacities will be adjusted in accordance with usable space within the classroom and current group size restriction depending upon each county's current phase status
<ul style="list-style-type: none"> In-person classroom instruction shall not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or Phase 1. 	<ul style="list-style-type: none"> Chemeketa is limiting current student class capacity to a maximum of 10 (including students and employees) The college will adjust class size applicable to the current County Phase group size restriction and if 35-square feet per student minimum requirement usable space can be achieved
<ul style="list-style-type: none"> Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include 	<ul style="list-style-type: none"> Chemeketa's physical layout modifications efforts include: <ul style="list-style-type: none"> Limiting class size to a maximum capacity of 10 (including students and employees); will increase capacity depending if 35-square foot per student requirement can be met while

<p>changes to traffic flow, desk or chair arrangements, or maximum capacity.</p>	<p>maintaining the six-foot physical spacing</p> <ul style="list-style-type: none"> ○ Removal of chairs, desks, tables and computer monitors ○ Changes to traffic flow with separate entrances and exits where possible
<ul style="list-style-type: none"> ● Utilize markings and/or signage to indicate physical distancing requirements within instructional settings. 	<ul style="list-style-type: none"> ● Chemeketa has used various methods to indicate and maintain physical distancing requirements, to include: <ul style="list-style-type: none"> ○ CDC and Chemeketa-developed signage ○ Floor marking ○ Administrative controls: Employees and students will monitor and encourage proper physical distancing, attempt to positively and politely resolve issues at the lowest level, and follow the college's COVID-19 Complaint Process as needed
<ul style="list-style-type: none"> ● For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (i.e., clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures as feasible. 	<ul style="list-style-type: none"> ● PRCTT-assessed educational settings with a higher risk of spread (i.e., laboratories, computer labs) were put into place for Summer Term 2020: <ul style="list-style-type: none"> ○ PRCTT used CDC and OHA/HECC guidance for institutions of higher education ○ PRCTT's methodology assessed lab access, spacing, PPE, and cleaning methods ○ Same assessment protocol and guidance is used for allowed face-to-face events and other classes ● This protocol will be used for courses and events scheduled for future terms with consideration of required guidelines at the time
<ul style="list-style-type: none"> ● Physical barriers are acceptable instead of, or in addition to six feet or more of spacing between people. (OHA General Guidance for Employers on COVID-19) 	<ul style="list-style-type: none"> ● If and when in-person customer service operations resume before the end of COVID-19 restrictions, the college will procure physical barriers for customer service areas where six feet of spacing cannot be maintained ● As an added safety precaution, the college requires face coverings to be worn at all times while on campus

Career and Technical Education

For all *career and technical education (CTE)* instruction offered for credit, in addition to the requirements above, colleges and universities shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> ● Where feasible, modify physical layouts of classrooms, labs, and other instructional settings to permit students to maintain at least six feet of distance between each other and the instructor(s). 	<ul style="list-style-type: none"> ● Chemeketa has modified the physical layouts of CTE instruction classrooms and labs by the following methods: <ul style="list-style-type: none"> ○ Removal of tables, chairs and computer monitors ○ Configuring desks into larger work area or stations for individual students
<ul style="list-style-type: none"> ● Where instruction requires instructors and students to work less than six feet from each other, require physical barriers or face coverings, and follow all applicable CDC/OHA guidelines and industry safety standards. 	<ul style="list-style-type: none"> ● Chemeketa issued “face covering required” guidance effective June 22, 2020 ● The college has developed a “masking matrix” for recommended type of mask to wear depending on situation and environment ● To provide a higher standard of protection, the college requires individuals to wear surgical masks for close-proximity instruction/procedures lasting more than a short duration (e.g., a few minutes)

Health Professions Education

For all instruction and assessment in fields leading to certificates and degrees in the *health professions*, colleges and universities shall:

For laboratory instruction or demonstration of clinical skills **without** physical contact:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s). 	<ul style="list-style-type: none"> The PRCTT assessed Summer Term 2020 health professions courses: <ul style="list-style-type: none"> PRCTT used CDC and OHA/HECC guidance for institutions of higher education PRCTT's methodology assessed lab access, spacing, PPE, and cleaning methods This protocol will be used for future term courses and events, with consideration of guidance provided at that time Classrooms/labs modified by the following methods: <ul style="list-style-type: none"> Removal of tables and chairs Configuring desks into larger work area or station for each student
<ul style="list-style-type: none"> Ensure monitoring and enforcement of physical distancing requirements at all times 	<ul style="list-style-type: none"> Chemeketa employees train on physical distancing requirements during initial course safety briefing College employees enforce distancing requirements as needed as part of normal instruction
<ul style="list-style-type: none"> Perform enhanced cleaning before and after each session. 	<ul style="list-style-type: none"> High-use, high-contact surfaces in classes/labs cleaned before and after each use by employees and students Disinfectant and paper towels used to clean equipment shared by students and staff before and after individual use; follow disinfectant product's drying time protocol Chemeketa's Custodial Department monitors class schedule and conducts daily cleaning and disinfection of labs used in addition to standard cleaning protocol

For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills **with** physical contact:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> ● Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE) 	<ul style="list-style-type: none"> ● Health care faculty and staff provide mandatory instruction on infection control practices and appropriate use of PPE as part of course instruction ● Program follows the CDC and OHA guidance for health care facilities and workers
<ul style="list-style-type: none"> ● Require use of appropriate PPE for all personnel that come within six feet of each other 	<ul style="list-style-type: none"> ● Chemeketa health care courses use a tiered PPE approach which progressively adds more stringent protective requirements as the risk increases for each procedure ● PPE spectrum spans a range from face covering in low risk situations to requirement for gowns, gloves, N95 respirator (or equivalent), eye protection, or face shield in procedures as the risk spectrum increases
<ul style="list-style-type: none"> ● Perform enhanced cleaning before and after each session. 	<ul style="list-style-type: none"> ● High-use, high-contact surfaces are cleaned at the end of class by students and employees ● Disinfectant and paper towels used to clean equipment shared by students and staff before individual use ● Chemeketa's Custodial Department monitors class schedule and conducts daily cleaning and disinfection of labs used in addition to standard cleaning protocol

For preceptorships, observerships, and direct patient care:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> ● Provide mandatory instruction on infection control practices and the appropriate use of PPE 	<ul style="list-style-type: none"> ● Chemeketa health care faculty provide mandatory instruction on infection-control practices and appropriate use of PPE as part of course instruction ● Program follows the CDC and OHA guidance for health care facilities and workers

<ul style="list-style-type: none"> Strictly adhere to the clinical facility's infection control protocols 	<ul style="list-style-type: none"> Students are trained by the clinical facility to adhere to that facility's infection-control protocols Chemeketa health care faculty are in contact with clinical facility to ensure safe working environments for students
<ul style="list-style-type: none"> Confirm that the clinical facilities have the appropriate PPE for their students who are involved in direct patient care within those facilities 	<ul style="list-style-type: none"> Chemeketa health care faculty are in contact with clinical facility to ensure students have or are given the appropriate PPE for direct patient care
<ul style="list-style-type: none"> Conduct regular symptom monitoring of students 	<ul style="list-style-type: none"> Chemeketa health care faculty and staff conduct regular monitoring of student symptoms Chemeketa health care faculty maintain regular communication with students Students are instructed to inform faculty when ill and if showing symptoms of COVID-19
<ul style="list-style-type: none"> Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to university or college student health unit 	<ul style="list-style-type: none"> Chemeketa has no student health unit Students follow facility's exposure and symptoms protocols The college follows CDC health care worker exclusion guidance Students are instructed to inform faculty when ill and if showing symptoms of COVID-19
<ul style="list-style-type: none"> Perform cleaning and disinfecting per the facility's protocols. 	<ul style="list-style-type: none"> Students perform cleaning and disinfection in accordance with facility's protocols

Research Activities

Colleges and Universities shall ensure the following for research activity:

OHA/HECC Directive / Requirement	College Protocol / Response
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<ul style="list-style-type: none"> • Research offices, labs, core facilities, and field locations shall be modified to ensure appropriate physical distancing, consistent with state and local public health guidelines, and with reduced capacity as/if necessary. 	<ul style="list-style-type: none"> • Chemeketa will follow the same classroom physical distancing and capacity modifications described in the general education section above for offices, labs, core facilities and field locations • In Chemeketa lab settings, standard physical distancing, PPE, safety, cleaning, and disinfection protocols consistent with state guidelines are practiced across the district
<ul style="list-style-type: none"> • Human subjects research shall be permitted only if six-foot physical distancing can be maintained or can be completed with minimal physical contact while wearing appropriate PPE and/or use of a physical barrier, and with additional limits to protect vulnerable populations. 	<ul style="list-style-type: none"> • Chemeketa does not conduct live human subject research

Residential Activities - Not Applicable

Chemeketa Community College has no on- or off-campus residence halls or facilities.

Communicable Disease Management Plan

All colleges and universities shall have a written communicable disease management plan. The plan must include protocols to notify the local public health authority (LPHA) of any confirmed COVID-19 cases among students, faculty or staff; process and record-keeping to assist the LPHA as needed with contact tracing; a protocol to isolate or quarantine any ill or exposed persons; plans for systematic disinfection of classrooms, offices, bathrooms and activity areas; coordinating with local public authority on contingency planning for response to a person diagnosed with COVID-19 who had been in a campus facility. Plans must adhere to OHA and CDC guidance for controlling spread of COVID-19.

Each college and university shall:

OHA/HECC Directive / Requirement	College Protocol / Response
<ul style="list-style-type: none"> Report to the local public health authority any cluster of illness (two or more people with similar illness) among staff or students. 	<ul style="list-style-type: none"> Chemeketa has Policy & Procedure #2290: Serious Communicable Diseases Control that addresses the college's protocols for infectious communicable diseases
<ul style="list-style-type: none"> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to, and consult with the local public health authority (LPHA) regarding cleaning and possible classroom or campus closure. See Resources for the LPHA directory. 	<ul style="list-style-type: none"> Students who learn they have a serious communicable disease having the potential to be passed on to coworkers, fellow students, or clients in the regular course of their study or work at Chemeketa need to disclose this to any of the following: <ul style="list-style-type: none"> The office of Executive Dean of Student Development & Learning Resources Human Resources Student Accessibility Services If an employee becomes aware of a student who is being tested for or may be presumed to have COVID-19, they are to inform either the office of the Executive Dean of Student Development and Learning Resources or the office of Instruction and Student Services Employees who learn they have a serious communicable disease with the potential to be passed on to coworkers, students, or clients in the regular course of their work at Chemeketa need to disclose this to: <ul style="list-style-type: none"> Human Resources The employee's supervisor

	<ul style="list-style-type: none"> ● If an employee is ill and being tested for, or may be presumed to have COVID-19, they are to inform their supervisor and Human Resources
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Internal Enforcement and Complaint Process

Each college and university must designate an employee or officer to implement, and enforce, or supervise the implementation or enforcement of the requirements of the written plan and such other related guidance as the HECC may promulgate. Each college or university must establish or designate a complaint process or processes for receiving and responding to concerns regarding these matters.

Name of Person	Vice President of Governance
COVID-19 Complaint Process	<p>Chemeketa will comply with its established complaint policies for students and employees: Complaints & Concerns</p> <p>Students:</p> <ul style="list-style-type: none"> ● Students with complaints are directed to contact the office of the Executive Dean of Student Development & Learning Resources <ul style="list-style-type: none"> ○ 503-589-7619 ○ studentconcerns@chemeketa.edu <p>For employees:</p> <ul style="list-style-type: none"> ● Contact the Human Resources Department <ul style="list-style-type: none"> ○ 503-399-5009 ○ COVID-19@chemeketa.edu <p>For disability/access related complaints:</p> <ul style="list-style-type: none"> ● Employees are directed to Human Resources ● Students are directed to Student Accessibility Services <ul style="list-style-type: none"> ○ 503-399-5192