

# YAKIMA VALLEY COLLEGE COVID-19 PREVENTION PLAN FOR CAMPUS

## 1. INTRODUCTION

The Yakima Valley College's COVID-19 Prevention Plan ("Campus Plan") helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at College locations. The measures are based on [WASHINGTON READY COVID-19 GUIDANCE](#); [WASHINGTON DEPARTMENT OF LABOR & INDUSTRIES \(L&I\) REQUIREMENTS](#), the [GOVERNOR'S PROCLAMATION FOR HIGHER EDUCATION](#); and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change.

## 2. DEFINITIONS

**Campus Plan** is the Yakima Valley College's COVID-19 Prevention Plan for the Workplace.

**College department** is a department or campus with an administrator reporting directly to the President. This includes Yakima Campus, Grandview campus, Sunnyside campus and Ellensburg Campus.

**Department leader** is the administrator reporting directly to the President.

**Department COVID-19 Prevention Plan** is a local COVID-19 Prevention Plan developed and routinely updated by each College department that covers all worksites (e.g., YVC Facilities, Office, Classrooms and Labs).

**Personnel** includes staff, faculty, other academic personnel, students in the workplace, and student employees.

**COVID-19 Site Supervisor** is an individual identified by their department leader (or their designee) to ensure adherence with the Campus COVID-19 Prevention Plan. This is the responsibility of the personnel supervisor, manager, or other department leadership designee.

**Vaccine Attestation** is when an individual has submitted a report of their vaccine status through the appropriate tracking system. For students who take in-person classes, YVC will obtain or observe proof of vaccination from fully vaccinated students.

**Vaccination Status:** Individuals may have a vaccination status of either fully vaccinated, or *not* fully vaccinated. Individuals who are not fully vaccinated may have declined for a medical or philosophical reason, may not have finished their vaccine series, or may not have reported their vaccination through the appropriate verification system.

**Fully Vaccinated:** An individual is fully vaccinated when two weeks have passed since they received the second dose of a COVID-19 vaccine in a two-dose series (e.g., Pfizer or Moderna), or two weeks after they received a single-dose COVID-19 vaccine (e.g., Johnson & Johnson).

### **3. OVERVIEW AND APPLICABILITY**

The Campus Plan covers all College work environments. Each College department is required to follow a department-specific COVID-19 Prevention Plan checklist that covers all personnel and worksites.

Departments are required to use the checklist to ensure compliance with the Campus COVID-19 plan along with any additional industry-specific guidelines, such as, but not limited to, those for healthcare or dental clinics.

### **4. ROLES AND RESPONSIBILITIES**

The following departments and individuals have responsibilities for COVID-19 prevention in the workplace:

#### **A. COLLEGE CENTRAL ROLE - EXECUTIVE OFFICE**

- Develop policies and procedures for safe on-site work, including vaccination attestation, testing and contact tracing.
- Develop planning parameters to guide personnel who are returning to work and school on site in accordance with state and local requirements and guidelines.
- Review, evaluate and communicate new state and local requirements, and update policies and procedures accordingly.
- Coordinate central expense tracking for state or federal reimbursement.
- Assess College-wide liability and risks.

#### **B. COLLEGE CENTRAL ROLE - OCCUPATIONAL HEALTH & SAFETY**

- Develop College-wide COVID-19 safety policies, plans and guidance documents.
- Assist departments with COVID-19 Prevention Plans and procedures.
- Coordinate any central procurement of COVID-19 cleaning supplies, personal protective equipment, and other equipment.
- Provide COVID-19 training to employees.

#### **C. COLLEGE CENTRAL ROLE - HUMAN RESOURCES**

- Perform COVID-19 case follow up and contact tracing.
- Vaccination Attestation/ Status review when required.

#### **D. COLLEGE CENTRAL ROLE - SAFETY & SECURITY OFFICE**

- Respond to health and safety concerns related to adherence to COVID-19 prevention practices.
- Monitor compliance of COVID-19 prevention measures in the workplace.

### **E. COLLEGE CENTRAL ROLE - YVC FACILITIES**

- Perform regular building operations and maintenance, cleaning, and disinfection of common areas.
- Maintain College buildings including HVAC systems.
- Post College COVID-19 prevention posters at entrances and in common areas of building(s). Update these posters with transition to Return to Work/School.

### **F. DEPARTMENT LEADER (DIRECT REPORT TO PRESIDENT)**

- Oversee the implementation of Campus COVID-19 Prevention Plan Checklist.
- If needed, assign a designated COVID-19 site-supervisor(s) to oversee Campus COVID-19 plan implementation. Otherwise, these duties are the responsibility of the supervisor.
- Ensure all personnel are trained
- Acquire appropriate personal protective equipment (PPE), cleaning supplies, and other supplies for distribution to personnel.
- Consult with OH&S as needed.
- Ensure posting of required signage related to COVID-19 safety.
- Develop strategies to communicate with personnel, COVID-19 Site Supervisors or personnel supervisors, and building coordinator(s) to keep the Campus COVID-19 Prevention plan current with changes to COVID-19 guidelines, regulations, and College policies as provided by the Director of Occupational Health and Safety.

### **G. COVID-19 SITE SUPERVISOR - PERSONNEL SUPERVISOR**

- The COVID-19 Site Supervisor duties are assigned to a personnel supervisor, or designee, who is assigned and has the authority to monitor and enforce COVID-19 health and safety requirements and address questions and concerns from personnel.
- Develop and ensure adherence with the site-specific COVID-19 Prevention Plan, including face covering and vaccine verification requirements.
- Enforce face covering requirements for individuals in locations where they are required.
- Train direct reports in the workplace on the contents of the Campus COVID-19 Prevention Plan.
- Keep Campus COVID-19 plans current with changes to COVID-19 guidelines, regulations, and College policies as provided by the Director of Occupational Health and Safety.
- Report COVID-19 safety concerns to the personnel supervisor or the Director of Occupational Health and Safety.
- Ensure the COVID-19 Prevention Plan is implemented and policies and procedures are adhered to by all personnel.

- Address or escalate reported or observed safety concerns to a department leader or to Director of Occupational Health and Safety.

## 5. PERSONNEL

- Follow all elements of the Campus COVID-19 Prevention Plan.
- Get tested if you have COVID-19 [symptoms](#).
- Report COVID-19 positive test results and close contact to the Human Resource Office.
- Report safety concerns to a supervisor or to Director of Occupational Health and Safety.

## 6. REQUIRED PLAN ELEMENTS

**Required elements of the College's COVID-19 Prevention Plan are below.** The below elements are required to be included in all department-specific COVID-19 Prevention Plans. 3 feet Physical distancing is still required.

**A. [Vaccination](#)**

**B. [Procedures for sick personnel, symptom monitoring, reporting and response](#)**

**C. [Good hygiene](#)**

**D. [Clean surfaces](#)**

**E. [Face coverings, personal protective equipment \(PPE\) and alternative strategies](#)**

**F. [Communication and training](#)**

### A. VACCINATION

**All College personnel and students are encouraged to be vaccinated against COVID-19 unless a medical, religious, or philosophical exemption is declared. All YVC students must comply with the YVC COVID-19 Vaccination Procedure requirement by completing the College COVID-19 Vaccine Attestation Form by the established deadlines in accordance with the procedure.**

Please note, face coverings are required on YVC campuses, regardless of vaccination status.

### B. PROCEDURES FOR SICK AND SYMPTOMATIC PERSONNEL

**College departments are required to take measures to prevent sick personnel from entering the worksite, and reporting suspected and confirmed COVID-19 cases and close contacts to Safety and Security office.**

#### **Symptom monitoring**

The College offers a daily [symptom attestation](#) and guidance for submitting a symptom attestation. Individuals are required to self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of COVID-19 infection.

Personnel who experience *any* symptoms of [COVID-19 infection](#), including fever (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, loss of taste and/or smell, chills, sore throat, congestion or runny nose, headache, muscle or body aches, and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

**Stay home: If you are sick, you *must* stay home and away from other people, even if you are vaccinated and/or have mild symptoms.** College departments are required to direct personnel to follow the steps in the FAQ "[What do I do if I feel sick?](#)" which includes the information below.

### 1. Get tested for COVID-19

- **[When to get tested.](#)** Do **not** go to school or work until you receive your test result, *even if you feel better.*
- **Notify the Safety and Security Office as soon as possible if you test positive for COVID-19** at [mlane@yvcc.edu](mailto:mlane@yvcc.edu) or 509.574.4610.
- Follow **public health guidelines to help you recover and protect others from getting sick.** These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene. Read the FAQ "[What do I do if I have confirmed or suspected COVID-19?](#)" on the CDC [when to Quarantine and Isolation](#) webpage for more information about steps you'll need to take. You can also learn more from [Public Health — Yakima County](#) and the [Washington State Department of Health](#).



- ### 2. Notify the Safety and Security Office as soon as possible if you have close contact with individuals who have COVID-19.
- Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the CDC [when to Quarantine and Isolation](#).

### Human Resources assistance

YVC Human Resources (HR) provide resources for staff and academic personnel regarding **time away from work**; talk with our HR consultant with issues pertaining to your work area.

Per state and local public health guidelines, College departments should not request a doctor's note, a negative test result or positive antibody test following a report of COVID-19 illness.

### Good Hygiene

**Supervisors are required to remind personnel they can reduce the risk of spreading COVID-19 by doing the following:**

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home when sick and avoid close contact with others, even if you are vaccinated against COVID-19.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

**Personnel must have access to soap and running water to wash their hands** after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face. Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.



**Place posters in visible locations to remind personnel of key moments to wash hands:**

- **Before, during, and after** preparing food
  - **Before** eating food
  - **Before** and **after** caring for someone at home who is sick
  - **Before** and **after** treating a cut or wound
  - **Before** exiting the laboratory
  - **After** using the toilet
  - **After** contact with high-touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
  - **After** blowing your nose, coughing, or sneezing
  - **After** removing gloves or other personal protective equipment.
  - **After** touching an animal or animal waste
  - **After** touching garbage

#### **Resources**

[CDC – What you need to know about handwashing \(video\)](#)

### **C. CLEAN SURFACES**

College departments are required to clean (and disinfect as confirmed or suspected COVID-19 cases are known to have been in a space) their worksite surfaces regularly in accordance with the [CDC Cleaning and Disinfecting Your Facility](#). Departments are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products.

College custodial departments clean high touch surfaces in common areas of buildings, such as restrooms, stairwells, and elevators.

**College departments:**

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.



**Frequency:** Clean work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, when unclean, as a minimum.

**Safe use of products:** Follow the manufacturer’s instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

Use one of the following to disinfect hard, non-porous surfaces:



- [EPA-registered disinfectant for use against SARS-CoV-2](#) or
- Alcohol solution with at least 70% alcohol or
- 10% freshly prepared bleach/water solution
- Avoid putting disinfectant gels or liquids on electronics, including elevator buttons, unless they have been indicated as safe for those devices.

**D. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), PHYSICAL DISTANCE AND ALTERNATIVE STRATEGIES**

**All individuals at a College location, including faculty, staff, students, contractors, vendors and visitors must adhere to the YVC COVID-19 Face Covering Policy.**

- **Individuals who are *not* fully vaccinated against COVID-19 are required to wear a face covering** indoors when on site at a Yakima Valley College location.
- ***Wearing a face covering is also required for fully vaccinated individuals*** on site at a Yakima Valley College location.

Face coverings are required to be provided to personnel who are not fully vaccinated or choose to wear them voluntarily. Personnel must be trained on the proper use, care, storage and disposal of face coverings and PPE.

**Public Spaces:** Vaccination status does *not* need to be verified for members of the public, customers, and visitors on campus. These individuals will be informed of the requirement for non-fully vaccinated people to wear a face covering indoors by the host department and/or via signs in and around College buildings.

**In certain work settings, PPE may be required according to potential risk of exposure to COVID-19.** Refer to the [Which Mask for Which Task?](#) guide for additional guidance on the selection and use of PPE.

### **Physical distancing**

3 feet of physical distance is required at all college departments

### **Alternative strategies**

A combination of strategies are utilized to minimize COVID-19 risk in the workplace. These strategies are listed below in order of most effective to least effective:

1. Keeping people with symptoms from entering the workplace
2. Promoting vaccination
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Administrative controls (e.g., stagger work shifts and/or breaks)
5. Wearing face coverings and PPE where required

Departments should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in health care or other higher risk settings.

### **Steps for selecting and implementing an alternative strategy:**

1. Request OH&S review and department leadership approval to consider an alternative strategy.
2. Develop a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies use. Document the training.

## **E. COMMUNICATION AND TRAINING**

**Departments are required to communicate to personnel about COVID-19 prevention on campus, and train personnel on the contents of the College's COVID-19 Prevention Plan and any department-specific COVID-19 Prevention Plans when required. Training must be documented.**

The College's [COVID-19 Safety Training: Back to the Workplace](#) is required for all College personnel prior to or upon returning to on-site work. In addition, departments (e.g., COVID-19 Site Supervisor or personnel manager) are required to train personnel on the contents of the Campus COVID-19 Prevention Plan.

### **Communicate safe practices**

All College departments are required to communicate to personnel about ways to prevent the spread of COVID-19, including reviewing their department and site-specific procedures for COVID-19 prevention.



1. Place the **“Face coverings and 3 feet physical distance are required”** poster in all locations
2. Place the **“Clean and disinfect”** poster near shared equipment that must be cleaned after each use and in common areas, such as meeting rooms and break rooms, and near high-touch surfaces.
3. Place the **“Wash your hands the right way”** in bathrooms and near handwashing stations.

The College’s [Novel coronavirus \(COVID-19\)](#) webpage provides information about COVID-19 for the campus community and is updated regularly.

Encourage personnel to read guidance from the [Frequently Asked Questions](#), including:






- *What do I do if I feel sick?*
- *What do I do if I have confirmed or suspected COVID-19?*
- *I may have been exposed to COVID-19. What should I do?*

### **Hazard communication for personnel working with disinfectants**

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to use.

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Guidelines for Personal Protective Equipment](#)

## 7. NOVEL CORONAVIRUS (COVID-19) RESOURCES

AGENCY	RESOURCE
	<a href="#">CDC Coronavirus (COVID-19)</a>
	<a href="#">EPA Disinfectants for Use Against SARS-CoV-2</a>
	<a href="#">OSHA COVID-19</a>
	<a href="#">WA DOH – COVID-19</a> <a href="#">WA DOH – Face Covering Order</a>
	<a href="#">Healthy Washington Business Reopening Guidance</a> <a href="#">Washington State Higher Education Proclamation</a> <a href="#">Washington State Coronavirus Response</a>
	<a href="#">WA L&amp;I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order</a>  <a href="#">WA L&amp;I Coronavirus (COVID-19) Safety Topic</a>  <a href="#">WA L&amp;I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces</a>  <a href="#">WA L&amp;I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak</a>

Please contact OH&S at [steng@yvcc.edu](mailto:steng@yvcc.edu) or call 509.574.4857 with questions or for assistance.

***This document will be updated as regulations and public health guidance change.***