

# Return to Campus

## Clackamas Community College



Education That Works



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## Updates to Existing Plan

Periodically, it will be important that significant changes or updates to the existing plan, be documented. This page is designed to meet that purpose. Note that language is not updated in the plan itself but listed here for easy reference.

<i>Topic</i>	<i>Updated Language</i>	<i>Existing Plan Page Number</i>	<i>Date</i>
Masks and Face Coverings	New (bold added to existing language): ...maintain, unless impractical due to a physical impairment or disability <b>only. Exemption requests due to religious reasons will not be accepted.</b>	8-9	July, 2021
Physical Distancing	In an effort to ensure students are able to gain instruction, departments may request (through the Return to Campus Application) to move from 6 feet to 3 feet physical distancing. The criteria for approval of those requests: <ol style="list-style-type: none"> <li>1. Programs where the space limitation is preventing students who want to enter from benefiting from the curriculum.</li> <li>2. Classes where it is difficult for students to do work in class or meet program outcomes with 6' distancing.</li> <li>3. Classes that are prohibitively expensive with 6' distancing, e.g. science labs.</li> </ol>	12-13	November, 2021
Testing and Quarantine	<b>What if I feel sick?</b>  Do not come to campus if you feel sick. Employees must immediately report their illness to their supervisor. Students likewise must not come to campus if ill and must report their illness to their instructors.  Students, employees and visitors should stay at their residence if they have one or more of the following: cough, fever or chills, shortness of breath or difficulty breathing (muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion and runny nose are also symptoms often associated with COVID-19, but are non-specific.)  Students, employees and visitors should seek immediate medical attention if they experience trouble breathing, persistent pain or pressure in the chest, new confusion or inability to awaken, bluish lips or face, other severe symptoms.	13-15	January, 2022

	<p>Individuals who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay home.</p> <p>Any person who starts to feel sick while on campus should immediately go home. Students and employees must notify their instructor or supervisor and immediately go home. Individuals developing or reporting primary COVID-19 symptoms while on campus should move to an outside area away from other people while awaiting transportation home or to a health care facility.</p> <p>Employees who stay home due to illness are encouraged to utilize their sick leave benefits, sick leave benefits provided under the Families First Corona Virus Act or Association sick leave donation programs.</p> <p><b>What if I have COVID symptoms?</b></p> <p>Students, employees or visitors who develop or report primary COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>• Should seek medical care and COVID-19 testing from their health provider or local public health authority.</li> <li>• If the person has a positive COVID-19 viral (PCR) test, they should remain at home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine and other symptoms are improving.</li> <li>• If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at home until 24 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.</li> <li>• If the person does not undergo COVID-19 testing, the person should remain at home until 24 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.</li> <li>• Any individual known to have been exposed to COVID-19 should quarantine in their home and at least six feet away from everyone, including household members, for 14- days after their last exposure to a person with COVID-19 and follow any other direction from their local Public Health Authority.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Students and employees must immediately notify their instructors or supervisor of a positive COVID-19 test or exposure. Instructors and supervisors must immediately contact College Safety and report the positive test or exposure.</li> <li>• College Safety will make appropriate notifications to Public Health, CCC Administration and Campus Services. Appropriate action regarding closing of facilities, enhanced cleaning, communication with college community regarding a positive COVID-19 test or possible exposure within 24 hours, etc. will take place following consultation with CCC Administration and Public Health.</li> </ul> <p><b>How long do I need to quarantine or isolate?</b>  <b>New quarantine and isolation updates</b>  The Oregon Health Authority (OHA) and Clackamas County Public Health have updated the length of isolation and quarantining to align with CDC guidance - adjusting the length of isolation and quarantine in most cases from 10 days to five days. Effective immediately, we will be changing our policy to align with OHA and Clackamas County Public Health.</p> <p>Here is guidance from the <a href="#">county's website</a>.</p> <p><b>Isolate</b> - If you test positive for COVID-19 or show symptoms:  Regardless of vaccination status:</p> <ul style="list-style-type: none"> <li>• Stay home and away from others for a minimum of 5 days.</li> <li>• If you have had no symptoms, or mild symptoms that have resolved after 5 days (including being fever-free for 24 hours), you may leave the house if you wear a mask while around others for another 5 days.</li> </ul> <p>Testing before ending isolation (test on day 5):</p> <ul style="list-style-type: none"> <li>• <i>Positive</i>: Continue isolation until 10 days after symptoms started.</li> <li>• <i>Negative</i>: End isolation and wear a mask around others until day 10.</li> </ul> <p><b>Quarantine</b> - If you were exposed to someone with COVID-19:</p>		
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	<p>Unvaccinated or not yet boosted:</p> <ul style="list-style-type: none"> <li>· Stay home and away from others for a minimum of 5 days.</li> <li>· Then consistently and diligently wear a well-fitting mask around others for 5 more days.</li> </ul> <p>Received booster shot or vaccinated primary series and not yet eligible for a booster:</p> <ul style="list-style-type: none"> <li>· Do not need to quarantine.</li> <li>· Wear a mask around others for 10 days.</li> </ul> <p>Both groups should test on day 5, if possible.</p> <p>For more information about guidelines for isolation and quarantining, please see the county's <a href="#">Health, Housing and Human Services sheet</a>, which also includes a convenient isolation and quarantine calendar.</p> <p><b>Who should I tell if I have COVID or have been exposed to COVID?</b></p> <p>Students and employees must immediately notify their instructors or supervisor of a positive COVID-19 test or exposure. Instructors and supervisors must immediately contact College Safety (503-594-6650) and report the positive test or exposure.</p> <p>College Safety will make appropriate notifications to Public Health, CCC administration and Campus Services. Appropriate action regarding closing of facilities, enhanced cleaning, communication with college community regarding a positive COVID-19 test or possible exposure within 24 hours, etc. will take place following consultation with CCC Administration and Public Health.</p> <p><b>COVID testing</b></p> <p>CCC is partnering with Clackamas County Public Health to host a drive-thru COVID-19 testing center on our Harmony campus in Milwaukie. The center is open Tuesdays-Saturdays, 8 a.m. to 3 p.m. To make an appointment, visit <a href="https://book.curative.com/sites/34332">https://book.curative.com/sites/34332</a>.</p>		
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# Introduction

## Returning to Campus

Over the next several weeks and months, as our communities stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, Clackamas Community College (CCC) will slowly and carefully begin to bring students, employees and visitors back onto our campuses. However, all campus facilities will remain closed to the general public with facilities open for College business only.

The return of the college community back to our campuses will look very different from what we are used to. The mix of returning students, employees and visitors will vary, and in many cases, a segment of the college community will continue to work and learn remotely. One thing is clear, however—the management of the process is without precedent and will require flexibility, cooperation and patience from all.

## Preparing for a New Campus Environment

Clackamas Community College is making space and services updates to maintain hygiene, safety and physical distancing best practices in six ways:



### Physical (Social) distancing

By modifying shared spaces with staggered seating and buffer zones, students and employees can continue to occupy classrooms, labs, workplaces, common spaces, etc., while still maintaining a healthy physical distance from others.



### Increased sanitization

CCC is implementing heightened cleaning measures to ensure the health and well-being of the college community. We are disinfecting common areas more frequently and are providing sanitization products in common spaces.



### Behavioral signage

New cleaning standards and capacity protocols will be reinforced with strategically-placed signage — friendly reminders to community members and visitors that the well-being of our community depends on all of us to do our part.



### Personal Protective Equipment (PPE) and hygiene

Good hand hygiene and use of appropriate Personal Protective Equipment (PPE), including masks or face coverings, will be essential to preventing person-to-person transmission of COVID-19 on our campuses.



### **Consistent communication**

Sharing of timely, accurate, and pertinent information will be essential to engaging the CCC community in measures to prevent the spread of COVID-19 within our college community.



### **Health monitoring and contact tracing**

Students and employees will be required to self-check daily for symptoms of COVID-19. In the event of an outbreak on campus, Clackamas County Public Health will be responsible for contact tracing — the process of determining who each sick person might have come into contact with.

## **General Information**

Recommendations to reopen our campuses are being coordinated by the multi-disciplinary “CCC Return to Campus” work group that includes faculty, staff and student representation, with additional support from Clackamas County Public Health and other partners.

The Return to Campus guide incorporates direction from the State of Oregon, Oregon Health Authority (OHA), Clackamas County Public Health, U.S. Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the World Health Organization (WHO), along with practices being followed by other institutions of higher education, government agencies, and private companies. CCC encourages all students, employees and visitors to follow OHA’s and CDC’s Public Guidance on COVID-19.

Each day more is being learned about COVID-19. Accordingly, any part of this document may be subject to change as new information comes to light and updated guidance is received.

## **Physical (Social) Distancing**

Physical (Social) distancing is a cornerstone of preparing for our college community’s return to campus. Over the weeks and months ahead, we will need to transform the place we learn and work to ensure 6-foot minimum physical (social) distancing requirements. Such physical distancing is critical to reducing transmission of COVID-19 and other contagious diseases. Solutions may differ from building to building and will likely depend on how many people are expected to return to campus versus continuing to work or study from home. Understanding that dynamic will allow calculation of the total number of people expected to be accommodated in the given area and assessment of the demand for workspaces.

### **Determining Modified Capacity**

The capacity of rooms, spaces, and areas in our buildings is normally calculated based on the State Fire Code according to category of use. However, proper physical (social) distancing in most cases requires a much lower COVID-19 Modified Occupancy for each room or area.

See Appendix 2 for an explanation of occupancy calculation.





## **Accomplishing a Minimum 6 Feet of Distance**

Physical (Social) distancing in shared spaces — classrooms, laboratories, open offices, common areas, etc. — can be especially challenging and requires cooperation on everyone's part. The goal is to maintain a minimum 6 feet of physical distance at all times, which may be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures will be incorporated in the specific Return to Campus plan developed for each department. Other modifications include:

### **Circulation spaces**

- Designate and signpost the direction of foot-traffic in main circulation paths: corridors, stairs, entries
- Consider one-way circulation routes through the workplace (when used, one-way circulation will be counterclockwise by default)
- Mark increments of acceptable social distance on floors where queues could form

### **Individual seats**

- Alternate desks (checkerboard); disable the use of alternate desks; or remove alternate desks altogether as needed to maintain a minimum 6 feet of physical (social) distance
- Add desks to spaces previously used for group activities (convert training/meeting rooms, eating areas and the like into desk areas)
- Increase space between desks
- Add panels (if no other physical (social) distancing measure is practical) between desks including height appropriate panels for sit/stand desks
- Specify seat assignments for employees to ensure minimum work distances
- Review room occupancy limits if new sanitization protocols are introduced

### **Meeting and shared spaces**

- Decommission and repurpose large gathering spaces to the extent possible
- Reduce capacity of spaces (e.g., remove some chairs from large meeting rooms)
- Prohibit shared use of small rooms by groups and convert to single occupant use only
- Close/forbid use of some rooms

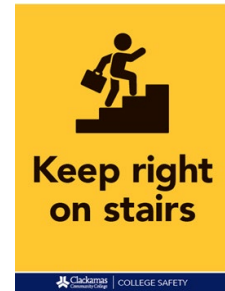
### **When 6 Feet Isn't Possible**

Given the configuration of buildings on our campuses, there will be instances where it is impossible to achieve a full 6 feet of distance. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel, in other instances we must all do the best we can to use our common sense and minimize contact in locations. (This is why other measures such as PPE and good hygiene are so critically important!)

## Standardizing Circulation

To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

1. Stay right in hallways and when ascending or descending stairs.
2. Elevators will be single occupancy.
3. When utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic circle) unless otherwise indicated by a particular building layout.



## Remote Work and Learning

By reducing the number of people in the office or classroom, we reduce the number of potential exposures should someone become ill. Each department must determine which of its personnel can continue working remotely while still performing their essential functions. Departments must also determine which academic classes can remain online or in a distance-learning format. Departments should also adjust meeting, conference, and social gathering plans to minimize face-to-face contact.

CCC will provide reasonable accommodations (instruction/telework) for students and employees who are at higher risk for severe illness from COVID-19, including those with any of the following characteristics:

- People 65 years and older
- People with chronic lung disease (other than mild asthma)
- People who have serious heart conditions
- People who are immunocompromised
- People with obesity (body mass index, BMI, of 30 or higher;
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease; and
- Any other medical conditions identified by OHA, CDC or a licensed health provider.

Please contact Human Resources or the Disability Resource Center for further details.

## Emergency Evacuation

Building evacuation during a fire alarm or other emergency situation is of particular concern because it is difficult to maintain physical (social) distancing while evacuating. Until further notice, College Safety will not schedule Emergency Evacuation drills except where explicitly required by the Fire Code. College Safety will continue to provide emergency evacuation information through the College Safety webpage and Monthly College Safety messages. Building Emergency Response Team (BERT) members will continue to receive emergency evacuation training.

## Increased Sanitation: A Shared Responsibility

Custodial staff will clean and disinfect campus buildings more frequently to reduce the spread of pathogens via frequently touched surfaces.

However, it is impossible for custodial staff alone to perform these functions with the frequency and extent needed. Every member of the CCC community has a joint responsibility for sanitation in their classrooms and work areas and when using shared resources. Students and employees are asked to wipe down surfaces before and after use (e.g. lecterns, computers, monitors, chairs, tables, commonly touched surfaces, etc.) Disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens.



### Sanitation Procedures and Safety

Protocols for cleaning, disinfecting, and decontaminating campus buildings have been developed by Campus Services in compliance with Clackamas County Public Health, CDC, and OSHA recommendations.

Custodial leadership will receive training and certification from the Global Biorisk Advisory Council (GBAC.) The training will focus on Forensic Cleaning, and Professional Disinfection.

All custodial staff will receive a specialized COVID-19 safety training which will include a focus on professional disinfecting, proper PPE usage, and other pertinent trainings as recommended by OSHA and the CDC.

### Reducing Commonly Touched Surfaces

To reduce the spread of pathogens, and facilitate regular sanitation, every effort should be made to reduce the number of commonly touched surfaces. This may involve removing shared phones, remote controls, dry erase markers, and other objects from shared meeting/work areas.

## Behavioral Signage and Markings

COVID-19-specific signage and markings will be added to each building. These serve to inform and remind community members and visitors alike of required measures to help prevent spread of the novel coronavirus.

The need for signage is determined as part of the Return to Campus planning process for each Department. See information provided in "Preparing Individual Buildings", Page 11.

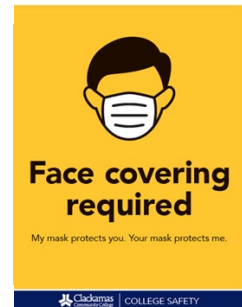
**IMPORTANT:** Building occupants should not apply tape, markings, or other COVID-19 related signage or markings on their own; all such work must be coordinated through College Relations and Marketing and installed by Campus Services.

## Personal Protective Equipment (PPE) and Hygiene

Personal Protective Equipment (PPE) and good hygiene (specifically hand washing) are additional critical elements in the plan to return to campus. These are shared responsibilities that reduce our likelihood of becoming sick while also reducing the chances we might make someone else sick should we be infected and not know it.

### Masks and Face Coverings

CCC requires all students, employees, and visitors to wear face coverings at all times while in all buildings (except when alone in a private office), in shared spaces and all outside areas where physical (social) distancing is difficult to maintain, unless impractical due to a physical impairment or disability. CCC will provide face coverings for students, employees and visitors. Individuals may wear their own face coverings as long as they meet the below requirements. Please note the following general guidance regarding use of face coverings, surgical masks, N95 respirators and clear face shields:



- A **cloth face covering** is a reusable item made from cloth fabric, two layers in thickness. It serves to protect others from exposure to illnesses the wearer may be carrying. Scarves, bandanas, gators, etc. are not acceptable face coverings in CCC buildings or on campuses. Face coverings should be cleaned daily after use. Proper wearing of face covering includes:
  - Washing your hands before putting on your face covering
  - Put it over your nose and mouth and secure it under your chin
  - Try to fit it snugly against the sides of your face
  - Make sure you can breathe easily
- A **disposable surgical mask** is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by other individuals as a temporary measure when cloth face coverings are not available.
- An **N95 respirator** is a device evaluated, tested and approved to reduce the wearer's exposure to fine particles. An N95 respirator is tight fitting and must be fit-tested. N95 respirators are not appropriate or necessary for most employees and should be reserved for health care workers and emergency responders in contact with individuals who are ill and are also needed by facilities maintenance personnel while performing specific tasks that generate fine dust.
- It is not known if **face shields** provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. Therefore, unless a face shield is coupled with a face mask, it is not considered an acceptable masking practice on our campus.
- **Face coverings or masks** must cover the nose and mouth and rest snugly above the nose, below the mouth and on the sides of the face. Face coverings and masks that incorporates a valve that is designed to facilitate easy exhalation or mesh masks or other covers with opening, holes, visible gaps in the design or material or vents are not adequate face coverings because they allow droplets to be released from the covering.
- **Face shields** must cover the wearer's forehead, extend below the chin and wrap around the sides of the face. Face shields in front of the user's nose and mouth do not meet the requirements.

Disposable face covering procurement is coordinated through Campus Services. Disposable face covering are available by contacting College Safety at 503-594-6650 or stopping by the College Safety office located in McLoughlin Hall, room 113.

Students may also obtain a disposable face covering at the Associated Student Government office in the Community Center.

Departments on campus will also have a supply of face coverings available.

Students who cannot wear face coverings due to personal health conditions should follow the process established by the Disability Resource Center for requesting a reasonable accommodation by contacting the DRC at [drc@clackamas.edu](mailto:drc@clackamas.edu) or 503-594-6357.

Employees who cannot wear masks or face coverings due to personal health conditions should reach out directly to Director of Human Resource Operations Vicki Hedges at [vickidu@clackamas.edu](mailto:vickidu@clackamas.edu) or submit a Service Desk Ticket to Human Resources. Human Resources will assist the employee in submitting a request for reasonable accommodation related to the use of masks or face coverings.

## Good Personal Hygiene

Frequent hand washing is an equally important element of preventing disease transmission. CCC encourages students, employees and visitors to perform appropriate hand hygiene upon their arrival to campus every day. Hands should be washed for at least 20 seconds with soap and warm water or by using an alcohol-based hand sanitizer (handwashing with alcohol based hand sanitizer is not recommended before eating, preparing or serving food and after using the restroom). CCC is working to significantly increase the number of hand sanitizer dispensers throughout our campuses.

## Consistent Communication

Timely, accurate, and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campuses.

Creating a sense of safety and security for our community is a key component of a successful return to campus. Students, employees and visitors must work together to understand new policies that impact the way people arrive at, move through, learn and work in, and utilize the spaces and amenities in and around the buildings.

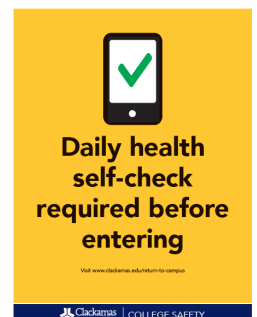
When feasible, college COVID-19-related trainings, protocols, informational letters, and communications will be provided in languages and formats accessible to the campus community.

See "Preparing the Community" (page 10) for additional information.

## Personal Health Monitoring

When students, employees and visitors return to our campuses they will be required to monitor their own health daily by completing the Daily Self-Health check-list before coming to campus. See Appendix 3 for Daily Self-Health checklist.

**Employees and visitors must not come to campus if sick. Employees must**



**immediately report their illness to their supervisor. Students likewise must not come to campus if ill and must report their illness to their instructors.**

Students, employees and visitors should stay at their residence if they have one or more of the following: cough, fever or chills, shortness of breath or difficulty breathing (muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion and runny nose are also symptoms often associated with COVID-19, but are non-specific.)

Students, employees and visitors should seek immediate medical attention if they experience trouble breathing, persistent pain or pressure in the chest, new confusion or inability to awaken, bluish lips or face, other severe symptoms.

Individuals who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay home.

Any person who starts to feel sick while on campus should immediately go home. Students and employees must notify their instructor or supervisor and immediately go home. Individuals developing or reporting primary COVID-19 symptoms while on campus should move to an outside area away from other people while awaiting transportation home or to a health care facility.

Employees that stay home due to illness are encouraged to utilize their sick leave benefits, sick leave benefits provided under the Families First Corona Virus Act or Association sick leave donation programs.

Students, employees or visitors who develop or report primary COVID-19 symptoms:

- Should seek medical care and COVID-19 testing from their health provider or local public health authority.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine and other symptoms are improving.
- If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at home until 24 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at home until 24 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- Any individual known to have been exposed to COVID-19 should quarantine in their home and at least six feet away from everyone, including household members, for 14-days after their last exposure to a person with COVID-19 and follow any other direction from their local Public Health Authority.
- Students and employees must immediately notify their instructors or supervisor of a positive COVID-19 test or exposure. Instructors and supervisors must immediately contact College Safety and report the positive test or exposure.
- College Safety will make appropriate notifications to Public Health, CCC Administration and Campus Services. Appropriate action regarding closing of facilities, enhanced cleaning, communication with college community regarding a positive COVID-19 test or possible exposure within 24 hours, etc. will take place following consultation with CCC Administration and Public Health.

Additional health screening (temperature check, etc.) may be required by departments due to regulatory requirements or difficulty in maintaining social distancing. Students and employees will be advised of any additional health screening requirements prior to arriving on campus.

Expected visitors should also be advised of any additional health screening requirements before arriving on campus.

When any member of the CCC community becomes ill with COVID-19, College Safety will work with Clackamas County Public Health to identify those with whom the individual has been in close contact and assess the significance of the exposure. Enhanced cleaning of facilities will occur as needed. A notice will also be sent to the College community within 24 hours regarding possible exposure.

**NOTE:** The College will report all positive COVID-19 cases in the campus community to Clackamas County Public Health.

## Communicable Disease Management Plan

In compliance with Executive Order 20-28 and OHA Guidelines, CCC has developed a written communicable disease management plan. See Appendix 4 – Communicable Disease Management Plan for further details.

## Preparing Clackamas Community College

As we plan for the best way to bring students, employees and visitors back to our campuses, everyone is looking for answers to make the transition as smooth and successful as possible. Effective communication between decision-makers and those who actually use our buildings is an essential element of this process.

While workplace design, policies, and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work — the readiness of our community physically, emotionally, and psychologically.

CCC recognizes the disproportionate impact of COVID-19 on Black, American Indian/Alaska Native, and Latino/a/x communities; students experiencing disabilities; and students and families navigating poverty. The College recognizes that an equitable approach to pandemic response will include unique responses to different groups, in response to their needs.

## Community Outreach

CCC College Relations and Marketing is preparing a community outreach plan that will keep our students, employees and visitors informed as we prepare to reopen the campus. Targeted messaging will keep community members informed about topics such as:

- When they will return to campus and how that will be communicated
- What's being done to prepare the campus and keep everyone healthy
- What's expected of them in terms of physical (social) distancing, hygiene, PPE use
- How to properly use, clean or dispose of PPE
- What will be done to keep the campus safe (hygiene, wellness monitoring, etc.)
- What will happen when we have a positive COVID-19 case in the campus community
- How issues of nonconformance will be handled

The outreach plan will also emphasize:

- Everyone's shared responsibilities to make physical (social) distancing work



- Be diligent about use of face coverings, hand washing, etc. (including regular washing of reusable cloth masks, if applicable)
- Daily self-monitoring of wellness before coming to campus
- The importance of not coming to campus if sick

CCC has launched a new app to put COVID-19 news and resources at your fingertips. On the app you can:

- Take the daily wellness survey.
- Access resources.
- Contact College Safety.
- Report non-compliance issues.

Please refer to the Return to Campus webpage on the CCC website for further details and instructions for downloading the app.

## Change Management

The campus, our students, employees and visitors return to will likely look and feel very different than what they remember. Ensuring our students, employees and visitors understand what the campus will be like upon return is critical.

- CCC will provide training for students, employee and visitors both before and after returning to campus. Training will include up-to-date information provided on the College's website, video training in proper social distancing, personal hygiene and proper use of PPE and on-campus signage.

## Compliance and Enforcement

Students, employees and visitors are all equally responsible for compliance with provisions of the Return to Campus Plan. The health and wellbeing of the College community is dependent on the cooperation of each individual. In a case of non-compliance, individual(s) may be referred to Human Resources or Student Conduct as appropriate.

To report incidents of non-compliance, please contact your instructor, immediate supervisor, Human Resources or College Safety. Questions regarding implementation or enforcement of the Return to Campus plan may be directed to Tom Sonoff, Director of College Safety ([thomas.sonoff@clackamas.edu](mailto:thomas.sonoff@clackamas.edu) or 503-594-1698).

## Preparing Individual Buildings

Before our students, employees and visitors return to our campuses, we must complete a variety of pre-return checks, tasks, and assignments. As part of the pre-return activities for each building, a COVID-19-specific Return to Campus Safety Plan that outlines strategies and tactics to combat and/or minimize the likelihood of the spread of virus will be developed.

The planning and approval process will be utilized by division Deans prior to the reopening of a facility. To develop the Safety Plan, division Deans are encouraged to select a team that includes those most knowledgeable about the department's operations, facilities and needs.



Division Deans will approve the completed plan documents, and forward them to College Safety & Campus Services for review. Plans reviewed and approved by College Safety & Campus Services will be forwarded to INSS Deans for final approval.

The COVID-19 Modified Occupancy for each room will also be given to the Department of Scheduling, in the Division of Institutional Effectiveness and Planning, to record in the campus space database.

See Appendix 1 for further details.



## Cleaning, Disinfecting, Supplies & Operational Changes

As part of preparing each building for reopening:

- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy. Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.
- Ensure cleaning equipment and tools are in working condition.
- Have cleaning staff review and complete refresher training on general cleaning and site-specific protocols. Train cleaners on proper disinfecting guidelines.
- Determine areas that require thorough cleaning due to heavy usage such as event centers, gyms/locker rooms, conference rooms, and restrooms.
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on.
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to.
- Daily cleaning log will be posted and updated in each classroom, laboratory, etc.
- Remove garbage can lids



## Building Core Infrastructure Inspection

Although none of our buildings have been shut down completely during the governor's stay-at-home order, many have been unoccupied for an extended period of time. Accordingly, Campus Services will review the proper function of the following systems:

- Mechanical systems
- Water systems
- Chilled/condenser water: open/closed loops
- Water features
- Conveyances
- Potable water: flush faucets
- Fire life safety systems
- Ensure open site drains are inspected and traps are primed

Campus Services is also reviewing pertinent standards to determine optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because there are significant differences in HVAC age and design from one campus building to

another, there is no single configuration that can be used campus-wide. Prior to room occupancy, College Services will flush each building with fresh air for up to two weeks. All air filters will be replaced with MERV 13 filters. Air exchange will be accomplished to the maximum extent practical.



## Building Entry/Reception

Guidelines and recommendations to control building ingress and egress, and that promote ongoing safety and precautionary measures at those points. These might include:

### Entrances

- Reduce the number of entrances (while maintaining code compliance) to direct occupants to use monitored and protected routes
- Provide hand sanitizer at inside and outside doorways
- Place floor markings for safe distancing for any queues or waiting areas

### Employees Serving Students in Public Spaces

- Train employees on safe interactions with guests
- Install glass or acrylic screens between guests and reception personnel
- Remove/restrict use of reception furniture to reduce public touchpoints
- Provide disposable masks (and other PPE as appropriate) to building guests

### Signage

- Install signage at multiple, relevant locations in the entry sequence
- Explain building access rules and other protocols that impact how occupants use and move throughout the building

### PPE and Cleaning

- Provide receptacles for used/discarded PPE
- Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas



## Stairs, Elevators, and Hallways

Elevators represent a particularly challenging area to establish physical (social) distancing. Campus elevators will need to be single occupancy while physical (social) distancing measures are in effect.

Methods for managing the use of elevators will include the following:

- Physical (social) distancing queue management for waiting passengers
- Instructional signage displaying healthy elevator use protocols, including passenger limits and safe distances in the carriage
- Review elevator cleaning processes, and updates to ensure on-going cleaning of high touch surfaces like elevator panels/buttons

Many stair towers are too narrow to provide a minimum 6 feet of physical (social) distancing:

- Post signs directing people to keep right as they go up or down

- Provide hand sanitizer stations near the top and bottom of staircases

For hallways, emphasize maintaining physical (social) distancing as people pass each other:

- Use striped floor tape, directional arrows, and signage to divide hallways into travel lanes
- For hallways too narrow to accommodate two-way traffic, consider one-way traffic following a counterclockwise circulation



## Common Areas / Amenities

Guidelines and recommendations that promote safety and guide building occupants in common and amenity areas:

- Provide hand sanitizer in each common area or nearby hallway
- Remove or redistribute furniture to ensure a minimum 6 feet physical (social) distancing
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe physical (social) distancing; consider the need for one-way traffic flow (see above)
- Explain new rules or protocols for common areas
- Close drinking fountains that are not bottle fill stations
- Provide disinfectant wipes in staff kitchen areas to wipe down common touch areas



## Meeting Rooms

Reduce the number of in-person meetings when possible and prepare meeting rooms as follows:

- Remove meeting room seating as needed to ensure a minimum 6 feet physical (social) distancing
- Remove whiteboard pens and erasers. Employees will bring and manage their own white board pens and erasers
- Provide cleaning solution and disposable wipes; require those using the room to wipe down contact surfaces before and after every meeting



## Events

Reduce number of participants for all events both internal and external. Prepare event space as follows:

- Require fixed setup to ensure minimal contact of furniture by multiple people.
- Provide hand sanitizing stations at entrances and exits
- Provide cleaning wipes for media cart and require each user to wipe keyboard and other touchable surfaces before and after each use.
- Provide larger spaces for groups depending on expected number of participants, ensuring a minimum 6 feet distance between each person.



## Individual workspaces (i.e. private office)

Employees with individual offices will generally take responsibility for disinfecting their desk surface, keyboard, telephone and other items. Attention should be given to the following:

- Minimize objects on the desktop to facilitate regular disinfecting
- Remove or tape off visitor chairs if office size is not sufficient to provide minimum physical (social) distancing
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices; meetings should be held via videoconference or in a designated meeting room with sufficient space to maintain a minimum 6 feet physical (social) distancing



## Shared workspaces (i.e., open offices)

Shared/open workspaces present particular challenges, especially when desks are shared by multiple individuals. Such practices should best be avoided by converting meeting rooms or common areas to shared workspaces with physically (socially) distanced desks. Additionally:

- Furniture should be removed or redistributed to ensure a minimum 6 feet of physical (social) distancing
- Individuals should sanitize all surfaces upon arrival at their seat and before departing for the day
- Provide hand sanitizer and disinfecting wipes within each shared workspace



## Classrooms

Classroom capacity must be significantly reduced to accomplish a minimum 6 feet physical (social) distancing. Prepare the space as follows:

- Remove/redistribute seating to facilitate physical (social) distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- For fixed seating, mark seats not to be occupied per physical (social) distancing
- Install hand sanitizer station in hallways outside classrooms
- Make available disinfecting wipes in classrooms
- Require faculty to wipe down lectern, etc. at start and end of every class
- Require students to wipe down seats, desks or work areas at the start and end of every class
- Consider the need to stagger class schedules so as to minimize the number of people occupying the classroom at any one time



## Laboratories

The needs of every laboratory space are unique and department staff must develop specific plans for each lab to accomplish a minimum 6 feet physical (social) distancing while preventing contamination. Prepare the space as follows:

- Install hand sanitizer station in hallways outside labs
- Make disinfecting wipes available in lab
- Rearrange equipment (where possible) to encourage physical (social) distancing
- Consider the need to stagger class schedules so as to minimize the number of people occupying the lab at any one time
- Space students out along benches to maintain a minimum 6 feet distancing; consider the distance between students working across the bench from one another if applicable.

Computer/Tutoring laboratories will be disinfected once daily with a Clorox Total 360 System electrostatic sprayer (<https://www.cloroxpro.com/products/clorox/total-360/>.) Subsequent cleanings will be completed using cleaning/disinfectant agents, and disposable microfiber towels. Faculty will be required to wipe down lectern, etc. at the start and end of every class. Students will be required to wipe down seats, desks or work areas at the start and end of every class.



## Food Service Areas

Food service areas include dining services/concessions, as well as self-serve kitchen areas and breakrooms.

- Consider acrylic dividers between service provider and users
- Reduce self-service access to foods
- Clearly signpost queuing areas
- Remove/redistribute seating to facilitate physical (social) distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- Install disinfecting wipe dispensers
- Clean common touch surfaces frequently and wipe down tables after every use



## Fitness and Athletic Facilities

Fitness facilities are difficult to decontaminate frequently as users circulate from one station to another. For this reason, most facilities should remain closed to the greatest extent possible. If open, the following is required:

- Clearly signpost queuing areas
- Require use of face masks in fitness facilities
- Rearrange equipment (where possible) to encourage physical (social) distancing (use colored tape and signage to block off equipment that cannot be used without violating social distancing)

- Prohibit all activities that require close contact such as “spotting”

## Shipping and Receiving Areas

Before reopening, department/building staff will review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers and so forth) and develop a revised plan to align to COVID-19 safety precautions. These might include:

- Routing instructions and plans to avoid deliveries through student/employee or main entrances. Instead route through areas that will minimize contact with the larger building population
- Separating shipping and receiving areas from the general population
- Require individuals handling mail and parcels to wear PPE to receive parcels, mail and other deliveries, and train them in the proper use and disposal of PPE
- Sanitizing the exterior of packing
- If appropriate and feasible, removing items from boxes and appropriately discarding boxes

## Bathrooms / Locker Rooms

Most bathrooms and locker rooms will have limited occupancy and consideration should be given to:

- Post signs outside bathrooms/locker rooms indicating occupancy limits
- At queuing areas, post sign and distance floor markers
- Install soap dispensers at every other sink fixture
- Post signs with instructions for 20-second hand washing
- Mark off-limits sinks, urinals, etc. as needed to maintain physical (social) distancing
- Block off lockers as needed to maintain physical (social) distancing; Consider markings on floor and/or benches to enforce distancing

## Returning to Campus

Our community’s return to campus will be a gradual one. It bears repeating that a well thought-out community outreach program aimed at building occupants should prepare them for what to expect when they arrive and help to alleviate anxiety.

The following are ongoing efforts that will be important to the success of returning to on-campus operations:

## Commuting, Transportation, Vehicles

Promote safe and healthy ways to commute to and from the campuses.

Suggestions for public transport might include:

- Avoiding overcrowded public transportation
- Wearing face masks and other PPE

- Maintaining safe distance from other passengers
- Using hand sanitizer when entering and exiting
- Wiping surfaces with disinfecting wipes prior to touching them

Other transit methods might include:

- Ride-sharing: wear PPE
- Solo transit modes such as bikes, scooters, cars: sanitize touchpoints especially if shared modes like public bicycles

CCC workplace vehicles and transportation:

- When employees are transported in a motor vehicle for work purposes, regardless of the travel distance or duration involved, all employees must wear face coverings. *Note: The requirement for face covering use inside vehicles does not apply when all of the individuals within the vehicle are members of the same household.*



## Arrival Experience

Campus arrival areas will be utilized to reinforce messages, new policies and protocols, which may include:

### Signage or posters

- Remind students, employees and visitors how to stay safe and keep others safe on campus by maintaining physical (social) distancing, following new occupancy guidelines, hand washing reminders, using virtual collaboration tools rather than meeting rooms and so forth



## Hygiene

Encourage good **personal hygiene** and infection control practices when student, employees and visitors are on campus, including:

### Respiratory etiquette

- Encourage covering coughs and sneezes
- Turn away from others when coughing or sneezing
- Individuals should cover their mouth and nose with a tissue when they cough or sneeze and then throw used tissues in the trash. Anyone who doesn't have a tissue should cough or sneeze into their elbow, not their hands

### Hand hygiene

- Promote frequent and thorough hand washing
- Make hand sanitizers available in multiple locations adjacent to common touchpoints

### Avoid touchpoints

- Provide disposable wipes so common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by students and employees before each use
- Discourage the use or borrowing of other people's phones, desks, offices, or equipment

Maintaining clean facilities and common areas will assist in minimizing risk to everyone in the community. This involves:

### **Regular housekeeping**

- In common areas, increase the frequency of cleaning and disinfecting frequently touched surfaces, equipment and other surfaces:
  - Kitchen areas
  - Bathrooms
  - Meeting rooms
- When choosing cleaning chemicals, consult products from approved lists from governing authorities, and reference disinfectant labels, data, and specifications with claims against emerging viral pathogens.



## **New Campus Operations**

To maintain social distancing, minimize touchpoints, and manage potential contamination of campus facilities, CCC will adopt the following practices:

### **Space use/density monitoring**

- Conduct regular counts of occupants per floor
- Require use of reservation system for conference rooms and other shared spaces
- Having non-critical employees continue to work from home to reduce the density of personnel

### **Individual desks**

- Implement a strict clean-desk policy so non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat. Supply disinfectants in the immediate proximity (or on each desk)
- Ensure stringent cleaning protocols are enforced, and if possible, avoid sharing of desks

### **In-person meetings**

- Coach students and employees to critically evaluate the requirement for in-person meetings
- Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances
- Host large meetings via video conference rather than in-person
- Restrict or eliminate in-person meetings with external guests



## **Ongoing Support**

In addition to the recommendations outlined in “Preparing the Community,” our students, employees and visitors will need ongoing communication and training, especially during onboarding of new staff or orientation for visitors to the College. CCC will:

- Provide training on emergency procedures, good hygiene, and proper use of PPE



- Encourage students, employees and visitors to review COVID-19 information on CCC website
- Provide posters, signage, and displays related to learning about new practices

## Appendix 1: Return to Campus Plan Application



### Instructions for Return to Campus Plan Application

Please completely read and review the Clackamas Community College [Return to Campus Plan](#). Additionally:

- All programs, departments, events, and student related activities wishing to return to campus, must fill out an application at least 3 weeks prior to the date of intended return.
- All sectioned classes that are approved must have a Term Master submitted to Course Scheduling in addition to this Return to Campus Application. This will update the course in Colleague.
- All NON-sectioned events, such as class-related activities, must be requested in 25Live after application approval. Events and Conference Services will then alert custodial staff and College Safety of your presence on campus for unlocks and additional cleaning, if necessary.
- For small changes in the application such as days or time communicate via email with your division dean.
- Some of the following questions on the return to campus application may not be relevant to your request. You may say N/A or give a different description that you feel is needed and relevant information in processing this application. We are unable to create a one size fits all application but are flexible and consider what information we are able to review.
- Restrictions related to physical distancing or wearing of masks may change based on Clackamas County Health Department recommendations and changes to institutional policies. These changes would not occur once a term has begun. Instructional areas, faculty and staff should be aware and communicate clearly with their dean with any requests to change course seat loads. Any changes to course sections must also be communicated to any faculty scheduled to teach the class.
- Requests for instruction or activities to reduce physical distancing from 6 feet to 3 feet, must meet the following criteria:
  - Programs where the space limitation is preventing students who want to enter from benefiting from the curriculum.
  - Classes where it is difficult for students to do work in class or meet program outcomes with 6' distancing.
  - Classes that are prohibitively expensive with 6' distancing, e.g. science labs.

For resources related to Teaching and Learning, please refer to the following links:

- Daily Self Checklist (<https://www.clackamas.edu/docs/default-source/general-forms-anddocuments/coronavirus-daily-self-health-checklist.pdf>)
- [Guidance for Policies](#)
- [Sample Language for Syllabi](#) For any additional needs or questions please contact your dean.

**Please fill in and complete the following:**

<p><b>1. Area/Course Section to Reopen (If this is a course section please provide term master):</b> Department Chairs: please complete sections 4, 6, 8, and 10 of this application. All other sections can be found in this <a href="#">spreadsheet</a>. You will complete the accompanying spreadsheet to include all courses and sections for your department. This can be completed by an individual instructor or department chair. We recommend that if multiple classes are submitted, the excel spreadsheet be used to capture all of the courses rather than an application for each course.</p>	
<p><b>2. Building Name and Room Number (Include office space, general work areas, lab space, restroom, outdoor area etc.):</b></p>	<p><b>3. Date/time/duration requested to reopen. This should include any time you will want to be on campus (prep time, cleanup time, etc.):</b></p>
<p><b>4. Requestor Name:</b></p>	<p><b>5. Instructor Name:</b></p>
<p><b>6. Requestor Email:</b></p>	<p><b>7. Instructor Email:</b></p>
<p><b>8. Requestor Contact Number:</b></p>	<p><b>9. Instructor Contact Number:</b></p>
<p><b>10. Select College Area (Course, Service Area, Etc.):</b></p> <p><input type="checkbox"/> Academic</p> <p><input type="checkbox"/> Student Services</p> <p><input type="checkbox"/> Athletics</p> <p><input type="checkbox"/> Community Use</p> <p><input type="checkbox"/> Other _____</p>	
<p><b>11. If this application is approved and circumstances require the College to halt on-campus access while in progress, how will you respond? (check all that apply)</b></p> <p><input type="checkbox"/> Award an incomplete grade</p> <p><input type="checkbox"/> Award partial credit</p> <p><input type="checkbox"/> Offer part or the remainder of the course in an online or remote format</p> <p><input type="checkbox"/> Reschedule later in the term/ or another term</p> <p><input type="checkbox"/> Other _____</p> <p><b>Additional Comments:</b></p>	

**12. Based on the [Return to Campus Plan](#), please check all that apply to your plan.:**

6ft. physical distancing

3 ft. physical distancing

*Please explain whether part or all of your class will be using 3 ft. distancing and list the criteria number listed in the instructions that applies to your request:*

Masks

Gloves (for classes where equipment, tools or instruments may be shared)

Other PPE

*Please describe:*

Daily attendance or seating chart, for contact tracing

Required self-health check

*Describe how you will confirm students have completed their self-health check before coming to campus:*

Cleaning tools, equipment, etc.

COVID-19 related information in the course syllabus

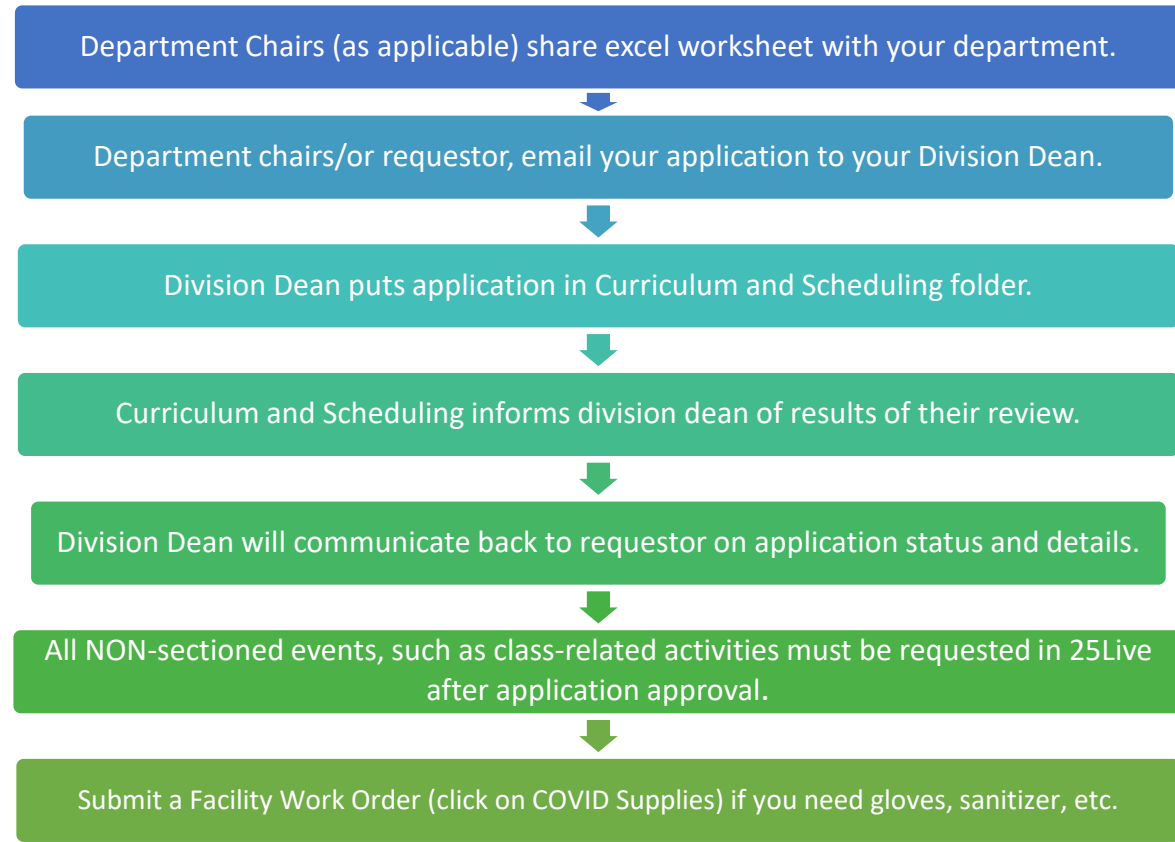
Plan for ensuring physical distancing during student breaks

Plan for communicating with students' expectations and protocol for class related to COVID-19

Additional Comments:

**13. How many participants (*students, instructors, aides, and others*) will be in the space face to face at one time (*have you considered occupancy and physical distancing*)?**

**Application Submittal Process:**



\*If you did not turn your application into a Division Dean because that was not applicable, your supervisor or a return to campus team member will communicate back to you about your application status and next steps.

## Appendix 2: COVID Modified Occupancy

Calculating COVID-19 Modified Occupancy for physical (social) distancing purposes must not be confused with determining occupancy under the State Fire Code. Whereas the fire code is based on a formula for so many people per square foot given a particular type of use, the COVID-19 Modified Occupancy is based on how many people can use the space simultaneously while remaining a minimum 6 feet apart given the configuration of the room's furnishings.

The following are guidelines for calculating COVID-19 Modified Occupancy for each of the space types used in this plan. A rough baseline is provided for each occupancy type. This is intended only for initial planning and should never be used to calculate the final COVID-19 Modified Occupancy. (Note that “normal capacity” refers to the number of people normally allowed in the given space, which may or may not be different from the fire code occupancy based on square footage.)

**IMPORTANT:** The COVID-19 Modified Occupancy must never exceed the occupancy established by the State Fire Code, nor should the rearrangement of furniture result in any Fire Code violation.

In an open, unfurnished area, a rule of thumb is 35 square feet per person, as this allows at least 6 feet between people side to side and front to back. However, provisions must be made to ensure occupants remain equidistant (for example, grid lines on the floor) rather than grouping as often occurs in an open area. For this reason, it is generally best to use seating or other furnishings to define how many people fit in a given area.



## Building Entry/Reception

Every entrance area/lobby is unique and requires some effort to determine COVID-19 Modified Occupancy. If the area largely functions as a hallway or vestibule, it should be treated as such. If there is a reception/greeting function, the Modified Occupancy should take into account any staff working in the area plus the number of people who can queue up at one time while remaining 6 feet apart and not blocking any egress pathways. *Rough guideline: 20-30% of normal capacity.*



## Stairs, Elevators, and Hallways

COVID-19 Modified Occupancy for most elevators is 1 because most elevator cars are too small to realistically accommodate anyone else while maintaining physical (social) distancing. Modified Occupancy for stairs and hallways is generally impractical to calculate because the occupants are generally in constant motion. However, care must be taken to monitor hallways/stairways for overcrowding at peak times and to prevent congregation at any time. *Rough guideline: N/A.*



## Common Areas/Amenities

To calculate the COVID-19 Modified Occupancy, remove enough seating so the remaining seats are at least 6 feet apart in all directions. The resulting number of seats is the Modified Occupancy for the room/area. *Rough guideline: 40-50% of normal capacity.*



## Meeting Rooms

To calculate COVID-19 Modified Occupancy, remove enough chairs around the conference table so the remaining chairs are at least 6 feet apart. If the table is too narrow to provide 6 feet of distance across the table, then seating must be staggered so as to maintain this distance diagonally. The resulting number of seats is the COVID-19 Modified Occupancy for the room and the locations of the chairs should be marked on the table. NOTE: Excess chairs must be removed from the room, not lined up along the wall where they will inevitably be returned to the table at a later date. *Rough guidelines: 40-50% of normal capacity.*



## Individual workspaces (i.e., private office)

Other than very large offices, individual workspaces (as defined by having a door and walls with a single desk) should be limited to a single occupant. Visitors' chairs should be removed unless there is sufficient room to maintain a minimum 6 feet of distance between occupant and visitor. Any meetings should be conducted in a designated meeting room or preferably online. *Rough guideline: N/A.*



## Shared workspaces (i.e., open office)

To calculate the COVID-19 Modified Occupancy in an open/shared office area, first determine if the existing desks/cubicles can be configured to provide at least 6 feet of physical (social) distancing between workers. If so, the Modified Occupancy is the number of workstations (i.e., no visitors). If workstations need to be modified or reduced to meet physical (social) distancing requirements, then the resulting number of workstations is the Modified Occupancy. *Rough guideline: 60-80% of normal capacity.*



## Classrooms, Lecture Halls, Auditoriums

COVID-19 Modified Occupancy for classrooms and lecture halls is based on the number of seats that can realistically be used while keeping learners a minimum 6 feet apart, plus the instructor. **For lecture halls with fixed, auditorium style seating**, the typical configuration is that every other row must be kept empty and in the occupied rows only two out of every three seats may be used. An alternative is to use every row but stagger the seats to achieve 6 feet of space diagonally. In either case, the resulting number of useable seats plus the instructor is the Modified Occupancy and "unusable" seats must be so marked. **For classrooms and lecture halls with moveable seating and/or tables**, excess seating is removed until only enough seats remain to achieve the required social distancing. The resulting number of seats plus the instructor is the Modified Occupancy and excess seats and tables must be removed and stored. *Rough guideline: Fixed seating 20-30%; flexible seating 30-40% of normal capacity.*



## Laboratories

The COVID-19 Modified Occupancy for laboratories is the number of workstations that can be occupied at one time while keeping occupants a minimum 6 feet apart, plus the instructor. Keep in mind that physical (social) distancing requirements apply not only to adjacent workstations on the same bench, but also those behind and across from a given workstation. *General guideline: 40-50% of normal capacity.*



## Food Service Areas

The COVID-19 Modified Occupancy for food service areas should usually be broken down into food preparation, food sales/service and seating areas. **Modified Occupancy for food preparation areas** is the number of people who can work in the area at the same time while maintaining at least 6 feet of physical (social) distancing. Because food prep often involves a lot of movement, planners knowledgeable about kitchen functions will ultimately need to determine what is reasonable and safe. **Modified Occupancy for food sales/service areas** (i.e. where consumers order/select/pick up their meals) is the number of employees plus the total number of counter workstations where customers can pick up and pay for their food, plus the number of people who can reasonably wait in line while remaining at least 6 feet apart. **Modified Occupancy for seating areas**, if not eliminated altogether, is based on the number of chairs available when tables are placed at least 6 feet apart with no more than two chairs per table. *Rough guideline: 20-30% of normal capacity.*



## Fitness and Athletic Facilities

The COVID-19 Modified Occupancy for fitness/athletic facilities are broken down into exercise areas, locker rooms, and shower areas. **For exercise areas**, the Modified Occupancy is the number of people who can use equipment in the given area while maintaining at least 6 feet of physical (social) distancing. (Any equipment less than 6 feet apart must be removed or marked off. Any activities requiring close contact, such as spotting weights, should be prohibited.) **For locker rooms**, the Modified Occupancy is based on either one locker for every 6 linear feet, or the number of people who can be seated on locker room benches while at least 6 feet apart, whichever is less. **For shower areas**, the Modified Occupancy is the number of people who can fit in the shower area at one time while remaining 6 feet apart. *General guideline: Exercise areas 20-30%; locker rooms 10-20%; showers 20-30%.*



## Shipping and Receiving Areas

The COVID-19 Modified Occupancy is the number of people who can work in the area at one time while remaining a minimum 6 feet apart, taking into account that most people in a shipping/receiving area must be able to move around considerably without coming into close contact. *General guideline: 20-50% of normal capacity.*





## Bathrooms

The COVID-19 Modified Occupancy is the number of people who can simultaneously use bathroom facilities while remaining at least 6 feet apart. Depending on the specific bathroom, this will generally be the number of commodes plus half the urinals. Note that in most instances, half the urinals and half the sinks must be taped off and not used. *General guideline: 50-60% of normal capacity.*

## Appendix 4: Health Profession Courses

Clackamas Community College adheres to the following provisions listed in the Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities (Oregon Health Authority issued July 22, 2020) for all instruction and assessment in fields leading to certificates and degrees in the health professions:

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

Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s);

Ensure monitoring and enforcement of physical distancing requirements at all times; and

Perform enhanced cleaning before and after each session.

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

Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);

Require use of appropriate PPE for all personnel that come within six feet of each other; and

Perform enhanced cleaning before and after each session.

**For preceptorships, observerships, and direct patient care:**

Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);

Strictly adhere to the clinical facility's infection control protocols;

Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities;

Conduct regular symptom monitoring of students;

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;

Perform cleaning and disinfecting per the facility's protocols.

## Appendix 5: Communicable Disease Management Plan

In compliance with Executive Order 20-28 and OHA & OSHA Guidelines, CCC has developed the following written communicable disease management plan.

### The plan includes

- A coordinate structure with Clackamas County Public Health
- Protocols to notify Clackamas County Public Health of any confirmed COVID-19 cases or any cluster of illness (two or more people with similar illness) among students, employees or visitors
- Process and record-keeping to assist Clackamas County Public Health as needed with contact tracing
- Protocols to isolate any ill or exposed persons until they can leave campus
- Plans for systematic disinfection of facilities
- Protocols for possible closure or cessations of in-person activities

### Section 1: Coordinating Structure with Clackamas County Public Health

CCC operates in close alignment with Clackamas County Public Health. CCC will designate a Point of Contact (POC) and secondary POC. The POCs will establish connection points with Clackamas County Public Health and maintain regular and ongoing channels of communication, including notification protocols and methods to securely share information. CCC POCs will also establish communication channels to address any immediate needs as they arise.

#### Point of Contact

Tom Sonoff  
Director of College Safety  
[Thomas.sonoff@clackamas.edu](mailto:Thomas.sonoff@clackamas.edu)  
503-594-1698

#### Secondary Point of Contact

Bob Cochran  
Dean of Campus Services  
[bobc@clackamas.edu](mailto:bobc@clackamas.edu)  
503-594-6790

### Section 2: Protocol to Notify, Activate, Inform

Information on a COVID-19 case impacting the College community may come from a variety of sources, both internal and external. The CCC Communicable Disease Management Plan directs CCC POCs to communicate with Clackamas County Public Health, who will in turn initiate coordinated County and College responses. The CCC Executive Team and Executive Director of College Relations and Marketing will direct further actions in support of the College community and inform community stakeholders.

#### CCC will implement the following communication protocol to notify and activate College response:

- Any College community member who has tested positive for COVID-19 or been exposed to someone testing positive or is made aware of any individual accessing any CCC

campus or activity and testing positive for COVID-19 or known to have been exposed shall immediately contact their instructor(s), a supervisor or College Safety (503-594-6650).

- Instructors, supervisors or other College officials made aware of a positive COVID-19 case or know exposure shall immediately contact College Safety. College Safety will immediately contact a CCC POC listed above.

**Key Information POCs will need to ascertain to assist Clackamas County Public Health and CCC response:**

- Names and contact information of individual who tested positive (Clackamas County Public Health may or may not yet have been notified)
- Contact information of those who came into close contact with a person who has tested positive (e.g., students, co-workers or visitors to work or classroom space or other activity).
- Building name and room number individual occupied.
- Sanitation efforts for affected facilities.
- Confirmation that individuals who are symptomatic have been instructed to isolate and anyone who was potentially exposed to a positive case has been instructed to quarantine for 14 days.
- Any additional actions CCC is taking, e.g., notification of people within a specific department, facility or space, or additional cleaning measures.

**Scenario 1- Individual on campus has been in contact with someone who has or may have tested positive for COVID-19**

1. All cases of “contact” must be reported immediately to College Safety, either through the employee’s direct supervisor (or higher if their supervisor is unavailable), the student’s instructor or anyone who is aware of such contact situation.
2. The supervisor/instructor will send the employee/student home immediately and advise them to contact their health provider and arrange for a COVID-19 test.
3. College Safety will notify CCC POC and Campus Services.
4. CCC POC contacts Clackamas County Public Health to determine mitigation steps.
5. CCC POC notifies CCC Executive Team and Executive Director of College Relations and Marketing, who will direct further actions within the College community.
6. A notice will be sent to the college community within 24-hours regarding a possible exposure.
7. Involved building will receive a detailed cleaning including all touch points and flat surfaces.

**Scenario 2 – Individual on campus has tested positive for COVID-19**

1. All cases of confirmed COVID-19 must be reported immediately to College Safety, either through the employee’s direct supervisor (or higher if their supervisor is unavailable), the student’s instructor or anyone who is aware of such situation.
2. If on campus, the infected individual will be sent home immediately.
3. College Safety will notify CCC POC and Campus Services.
4. Building (or section of building) in which individual testing positive occupied will be closed for 48-72 hours.
5. CCC POC contacts Clackamas County Public Health to determine mitigation steps.
6. CCC POC notifies CCC Executive Team and Executive Director of College Relations and Marketing, who will direct further actions within the College community.

7. A notice will be sent to the college community within 24-hours regarding a positive COVID-19 test or exposure.
8. Involved building will receive a forensic level disinfection of all touch points and flat surfaces. The floors will be vacuumed with a HEPA vacuum and all surfaces (including keyboards and soft seating will receive additional disinfection with an electrostatic sprayer.

### **Scenario 3 – CCC notified by Clackamas County Public Health of a potential exposure**

1. Clackamas County Public Health notified by medical provider of a potential infection/exposure.
2. Clackamas County Public Health determines association with CCC location/operation.
3. Clackamas County Public Health notifies CCC POC.
4. CCC POC notifies Executive Team and Executive Director of College Relations and Marketing, who will direct further actions within the College community
5. A notice will be sent to the college community within 24-hours regarding a positive COVID-19 test or exposure.
6. Refer to scenarios 1 or 2 for further actions.

Special Note – Protocols apply to all known visitors testing positive for COVID-19 or known visitors having been exposed to individuals testing positive for COVID-19.

### **Section 3: Record Keeping and Support of Contact Tracing**

In consultation with Clackamas County Public Health, the CCC POC, will notify departments, programs, etc. most directly affected by possible exposure to assist Clackamas County Public Health with contact tracing and associated record keeping (attendance records, class rosters, work schedules, etc.).

### **Section 4: Protocol for Quarantine and Isolation**

Testing, tracing, isolation and quarantine are central measures in containing the spread of COVID-19. Individuals who are confirmed to be infected with COVID-19 through laboratory viral testing will need to isolate until it is safe for them to resume normal activities. Those who are identified as close contacts of confirmed cases will be asked to quarantine.

#### **Protocol:**

- Isolation is used to separate people infected with the virus from people who are not infected. This includes persons who are experiencing COVID-19 symptoms and those who have tested positive for COVID-19, whether showing symptoms or not:
- Persons with suspected COVID-19 should seek medical care and testing from their regular health care provider and follow instructions from their local public health authority.
- Persons who are suspected, or known to be infected with COVID-19, should immediately return to their place of residence, or designated isolation area, until they can safely resume their normal activities.
- Persons with suspected or confirmed COVID-19 who have symptoms of COVID-19 should remain in isolation at their place of residence for at least 10 days after the first onset of illness, and 24-hours have passed since the fever has ended (without use of fever reducing medicine) and other symptoms have improved.

- Persons who test positive for COVID-19 but have no symptoms should isolate until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test.

**Quarantine is used to keep someone who may have been exposed to COVID-19 away from others for a full incubation period of 14 days:**

- Any person who believes they have been exposed, or who have been identified as close contact of a confirmed case of COVID-19, should quarantine within their place of residence for 14 days from the time of first exposure. During this time, people should limit contact with others as much as possible, maintain 6 feet of distance from others, monitor symptoms daily, and follow instructions from their health care provider and their local public health authority.
- If a person becomes symptomatic during this time they should contact their health care provider for testing and follow their local public health authority instructions for isolation.
- Individuals should continue quarantine for the full 14-day incubation period even if they test negative for COVID-19.

## **Section 5: Cleaning**

In consultation with Clackamas County Public Health, the CCC POC will contact Campus Services to deploy established protocols for systematic disinfection of classrooms, offices, bathrooms, common areas, etc. Custodial cleaning protocols will maintain alignment with CDC guidance for facilities and public spaces. These guidelines address application based on surface, frequency, appropriate cleaning products, and cooling off periods post identified infection.