

*Green River College  
Phased Reopening for Summer & Fall 2021*

*This document is subject to change pending Governor,  
King County Department of Health,  
and Green River College Updates*

*June 11, 2021*

Green River College Campus Reopening Guide for Fall 2021 has been developed through guidance obtained from the Governor's Healthy Start Phased Reopening Plan and the Proclamation by the Governor amending Proclamations 20-05 and 20-25 et seq. 20-25.6 "SAFE START – STAY HEALTHY" County by County Phased Reopening. Also used in the development of this plan are The Higher Ed Reopening Matrix, from the Higher ED Leaders Reopening Workgroup, information from WA Labor & Industries, WA State Department of Health (DOH), the Centers for Disease Control and Prevention (CDC) and King County Public Health and Social Services.

## **Introduction**

At Green River College (GRC), our top priority is the safety and well-being of the GRC community. Over the past year, the GRC COVID-19 Reopening committee comprised of numerous students, instructional, technology and community facing departments, has tracked the rapidly changing information from local, state, and federal authorities to monitor the situation and adjust plans for the College according to their guidance. From the start of the pandemic, we committed to bringing students, faculty, staff, and community members back to campus only when it was safe to do so, according to science, hard data, and the guidance of public health experts. Best practices implemented by Career and Technical Education (CTE) programs since the Governor allowed CTE programs back to campus also informed the protocols and additional changes made to create a safe return to campus.

**The GRC COVID-19 Reopening committee is pleased to announce campus will continue the phase approach reopening August 23, 2021, for employees and a phase 2 reopening of additional face-to-face and hybrid courses, student support services, and other College operations beginning September 9, 2021.**

This GRC Campus Reopening Plan embraces our “new normal” and provides a comprehensive set of guidelines to safely reopen campus, in accordance with the latest health recommendations from the State of Washington, the U.S. Centers for Disease Control, and other relevant authorities such as King County Health Department and Social Services.

The various campus units represented in the Reopening committee are as follows:

**Instruction**  
**Student Affairs**  
**Campus Safety**  
**Facilities**  
**Business Office**  
**Branch Locations**  
**AFT**  
**WFSE**  
**College Relations**  
**Institutional Effectiveness**  
**Information Technology**  
**International Programs**  
**Campus Corner Apartments**  
**Human Resources**

**Spring 2021:** There were students and employees on Auburn Main campus and Auburn Center facilities. The majority of students participating in face-to-face courses were enrolled in Career and Technical Programs (CTE) including Trades, Allied Health

programs, Nursing, Natural Resources, and Aviation. Facilities, Campus Safety and other essential personnel were also on campus to support instructional programs and other College operations and business needs. Employees were on campuses to provide essential work to maintain the College's service to the community, as well as complete essential college functions. Campus Corner Apartments, Conference Services, and College Athletics were also providing student and community engagement activities.

## **Creating a Healthy and Safe Campus Community Mitigation and Health Practices**

In order to reduce the risk of virus spread in the College community, GRC intends to create a culture of care based on the best and most current King County Public Health guidance. In this context, the College seeks to have all its members adhere to the following mitigation and health practices:

**Good Hand Hygiene:** There will be hand sanitizing stations throughout the campus. Also, frequent handwashing with soap and water is encouraged. Hand hygiene is especially important before eating, after using the restroom, and after touching doorknobs/handrails. Individuals should sneeze and cough into a tissue if available and then dispose of tissue in trash receptacle and perform hand hygiene. If no tissue is available, individuals should cough or sneeze into their elbow. Face coverings/masks do not fully block the droplets of a cough or sneeze.

**Physical Distancing:** A minimum of a 3-6-foot distance between all persons must be maintained in all areas, where feasible. Classrooms, meeting areas, dining areas, and other community areas will be reconfigured to maintain the 3-6-foot distancing between people unless directed otherwise in new guidance.

**Face Coverings/Masks:** A face covering, also referred to as a mask, can include a paper or disposable mask or a cloth mask and must cover the mouth and nose completely. Neck gaiter, scarves, or bandannas are not appropriate forms of mitigation as per the most recent public health guidance. All persons on campus will be required to wear a face covering when in public spaces including, but not limited to classrooms, dining facilities except while eating, Student Center, and communal spaces in offices and community areas. The gym, RAC or workout areas that are open will have guidelines as to face covering usage. Face coverings/masks can be removed in students' individual Campus Corner Apartment rooms on campus when the student is alone or with their roommate. To assist in this effort, students are strongly encouraged to bring their own face coverings/masks, hand sanitizer and cleaning supplies from home.

**Goal:** To have all Green River College locations fully reopen by the spring quarter of 2022. COVID will continue to impact our work for on-campus and community efforts, however, based on lessons learned throughout the pandemic time-period, the College administration and campus stakeholders acknowledge a full reopening by spring 2022 will look different from pre-COVID times.

### **Definition of Reopening**

- College departments and services will have an on-campus presence during business hours beginning in the fall of 2021. A soft reopening will begin for

employees in key departments and campus-wide student support services August 23, 2021, Fall quarter this includes providing services and support to potential and current students. Business Hours will be 8-5 Monday & Thursdays.

Monday and Thursdays in-person by appointment to maintain consistency, and to communicate to students that we will, for sure, be on campus on these two days. Technology systems are being purchased to assist students with scheduling appointments.

\*\*Friday's during summer quarter will be closed to the public.

- Opportunities for remote work and split-schedules will be available to employees, dependent upon the nature of each position and the needs of the College and each department. A summer remote work program will allow employees and supervisors to flex schedules and support safety for high-risk employees, family needs, and student access to support services.
- At least 20% of pre-COVID-level on-campus instruction sections will be offered. This recognizes the intentional plan to increase course offerings above pre-COVID-levels. The College will strive to increase to 50-75% in winter and 100% in spring 2022 unless new guidance requires different percentages.

### **Core Principals**

- Equity will remain at the core of all decisions made.
- Commitment to Think Student Then Decide motto
- Decisions will continue to be aligned with guidance from the Governor's Office and the King County Health Department.
- The health and safety of all College employees and the community will continue to be the top priority.
  - Facemasks and physical distancing will be required for every employee, student, and visitor at all GRC locations.
  - Health attestations will be required when coming to campuses. Currently, this is for summer and fall.
  - Vaccinations of students and employees will be highly encouraged, but will not be required unless under directives of the Governor, CDC, or King County Health Department.
- All reopening plans will be monitored, and adjustments made depending on:
  - Needed guidance from the Governor's Office and King County Health Department.
  - The current state of the COVID-19 pandemic.
  - Availability of COVID-19 vaccinations.
  - Availability of needed personal protective equipment (PPE).
  - Availability of Safety, custodial, and facilities staff.
- All developed reopening plans will include how to revert to remote operations under the Emergency Operations Center (EOC) protocols if necessary.
- We anticipate the return of all GRC employees to campus by Spring 2022. Any exceptions to allow for continuing remote work will be determined on a case-by-case basis based on college business needs or requests for medically necessary reasonable accommodations. The College will prioritize providing optimum service to students in determining on-campus staffing needs.

Please contact your supervisor or HR to ensure you understand important details if you have any questions or concerns about:

- Your safe return to work on campus by Spring Quarter 2022.
- Unmet needs for your child or family care due to the pandemic when your return to work on campus is required.
- Any personal or family health medical needs that are affected by your return to work on campus when required (contact Benefits Office directly).
- Available leave options (contact Benefits Office directly).

As early as possible, any employee with personal and/or family health needs that may limit your ability to safely return to work on campus in spring quarter 2022 should contact the Benefits Office and request a confidential discussion with the HR Benefits Consultant who directly supports employee medical and family leave issues. HR will advise you on your best available work and leave options.

## **Timeline:**

### **March 2021**

- Gain an understanding of the courses and campus support services that may be offered with on-campus components in Fall 2021.
- Finalize plans for a phased return to campus approach, including gradual on-campus staffing and instructional capacities with planned percentage increases for each quarter in the 2021-22 academic year.
- Develop department EOC safety plan for future use by department leads.
- Survey on the services and needs in order to prioritize for on-campus work.
- Engage subcommittees in determining next steps and budget needs during the budget process for reopening.
- Determine a flow chart of local and federal funding allocations and distributions adhering to directives of the funding sources.
- Continue to present to campus on updates on what is happening with Reopening Committee.
- Create an internal system for communications and questions to be asked of the Reopening Committee.
- Place all information and meeting minutes into one location for internal partners to view what is happening monthly on planning and implementation.

### **April 2021**

- Develop support documentation for supervisors and managers to help them in leading through onboarding classes and other operations.
- Establish guidelines on equitably managing teams whose members work both remotely and on-campus.
- Develop documentation for staff to help them understand what support they can plan to receive from the college, and what expectations they should have moving forward working in remote.

### **May-June 2021**

- Share with faculty and staff an outline of the phased return to campus plan at the various campus forums including managers meetings, faculty, and all campus.
- Utilize results of surveys to aid in determining when and at what capacity to return specific services to campus.
- Offer multiple ways of Q&A information for faculty, staff, and students to further provide clarity on the planned phased return. Will also include the option to submit feedback and questions electronically to the Reopening Committee.
- Distribute department COVID-19 safety plan templates for area managers to begin processing and completing safety plans.
- Publish frequently asked questions, including answers from the forums and submitted feedback forms for employee reference.
- Share tentative plan for the College regarding instructional programs, campus-wide departments and student support services working in remote and face-to-face.
- Continue to engage with Deans, Supervisors/Managers, Division Chairs, union leadership to inform of current guidance and seek feedback.

### **July-August 2021**

- Evaluate course section offerings with in-person components to meet campus-wide goals; assess plans for staffing percentages for both student facing positions and business operational positions; monitor new and returning student enrollment for Fall.
- Submit COVID-19 safety plans, specific to each area's plan to return to campus, reviewed by Appointing Authority and Executive Staff.
- Drafted safety plans will be shared with the Executive Staff (ES) in compliance with Governor's guidance, shared weekly with ES for consistency of implementation of Reopening planning goals and outcomes.
- Following Executive Staff review, a template of the phased return to campus will be shared with all employees and posted on the Gatornet.
- Evaluate remote work procedures and work on potential remote-work policy.
- Monitor and evaluate programs and services with soft reopening beginning August 23 and expanded opening fall quarter for adjustments for future quarters.
- Discuss Winter quarter course section offerings and support services. Determine what 100% means inclusive of face-to-face, hybrid, and remote work.
- Evaluate Governor's guidance for determining College policies and procedures that need to be in place for reopening and adjustment of Campus Plan.

### **Phase Approach Guiding Principles**

Implement a phased-in approach: GRC campuses and employees prepare for programs and support services to be onboarded slowly and deliberately; develop a phased-in approach for when certain programs and supports will open, based on their ability to address the Governor's guidance. Develop specific guidance around the phases of return for employees, students, and the general public.

Maintain essential physical/social distancing and other public health requirements: GRC campuses will need to maintain physical distancing, mask-wearing, minimize touching of surfaces, and make modifications, as necessary, to keep employees, students, and the public safe.

Implement requirements for employees and students: keep the workforce healthy and allow campuses to reopen and stay open by frequent handwashing and worksite cleaning; processes for screening employees and clear plans if an employee becomes ill,

including contact tracing/notification to other workers and students; worker training; adequate supplies available for worker protection; and teleworking, when possible.

Leverage lessons learned from campuses, GRC programs and private businesses, adhering to new safety standards: replicate best practices from campuses and industries that have adjusted to new safety standards and apply them to GRC for a safe start.

Listen and learn: understand levels of preparedness for campus transition and assess what is needed to have a safe start. Work alongside information technology, programs opening, seeking expertise and guidance for programs, classrooms, and supports while offering sound and accurate recommendations and advise.

Assess and support the recovery of regional economies with attention to campus, school districts, workforce, and communities: develop and use data to determine support needed for campuses, K-12, and South King County, including infrastructure needs to assist with recovery. We are part of the solution; how can we create opportunities and partnerships to respond to crisis as a community.

### **Phased Reopening**

- The number of staff and on-campus instructional offerings will begin increasing during the summer quarter of 2021-Spring 2022.
- Department Vice Presidents, Executive Directors, and managers will:
  - Have discussions with employees to gauge the employee's level of comfort and willingness to return to campus, and at what time in the upcoming academic year. These conversations should include what the employee may need to increase levels of comfort and willingness to return.
  - Begin prioritizing the areas, departments, and functions that are most important to return to campuses.
  - Begin developing a phased plan, depending upon the prioritization of areas/departments/functions and the availability of staff willing to return to campuses. The plan must include how the health and safety of employees and students will be addressed. Each plan must be coordinated with supervisors and meet the criteria provided by the Reopening Committee.
- The Vice President of Instruction, Instructional Deans, Division Chairs and faculty collaborate on:
  - Prioritizing courses that are most important to return to campuses.
    - Identify faculty willing to return to campuses to teach identified courses.
    - All plans should be developed in conjunction with the instructional template planning document and include how the health and safety of employees and students will be addressed. Walkthroughs will occur for each space as requested with facilities, safety, and Reopening committee representative.
  - On-campus instructional offerings will be the top priority at each location. The ability to bring more areas/departments/functions on-campus will be impacted by the amount of on-campus instruction being offered.

- Courses offered on all campuses must also have remote sections available. *(Exceptions will be made on a case-by-case basis, with the approval of the Vice President of Instruction.)*
- At least 2 months before the start of the Fall Quarter, and subsequent quarters, final decisions will be made on whether each identified course in collaboration with faculty, division chair and dean will be (a) allowed to run on-campus, or (b) converted to be offered remotely.
- Each department must work with the appropriate director, dean, or vice president to develop a plan to address the health and safety of employees working in the departments. These plans will include needed mitigation measures, including things such as shields and the setup of furniture to meet social distancing requirements.  
Departments within the same building must coordinate reopening plans to make sure measures are taken to mitigate people congregating in hallways, offices, or open spaces.
- Health & Wellness monitors (e.g., work-study students) will be hired to work alongside Campus Safety staff monitoring mask-wearing and social distancing. The role of the Health Monitors will be to assist with social distancing, requirements of mask wearing and other flow of traffic and Governor directives.
- The IT department will need to review and check functionality of campus technology prior to departmental services and or instructional classes begin.
- The ventilation systems of all campus buildings will be assessed and needed updates will be made. *GRC Facilities team has worked diligently to address and install HEPA-filter systems, ultra-violate systems, and other ventilation systems technologies. See [COVID-19 Employee FAQ - Green River College](#)*
- Facilities is introducing UV-C technologies campus wide. UV-C, a type of ultraviolet light also known as germicidal UV, helps protect public spaces from pathogens. UV-C components are being installed into the HVAC systems on campus as they become available. The CDC, FDA and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) are recommending this means to mitigate the spread of viruses including COVID-19, along with providing increased filtration (which GRC is also doing). This system has been discussed in multiple meetings with our campus partners and additional information is posted on the Facilities web page.

Additional Information on UV-C Technology:

- <http://www.uvresources.com/blog/ashrae-weighs-in-on-health-benefits-of-uv-c/>
- <https://www.wavelengthlighting.com/blog/cdc-guidelines-and-uv-light-coronavirus-disinfection>
- <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/uv-lights-and-lamps-ultraviolet-c-radiation-disinfection-and-coronavirus>

## **Steps to Come to Campus**



Green River College is serving students and community members remotely by offering a full spectrum of classes and support services online and face to face. Prior to arriving on campus, all GRC students, faculty and staff coming to campus for approved programs or essential tasks are required to complete the **COVID-19 Safety Training** modules and complete the **health screening attestation**. View Washington State's **Campus Reopening Guide** for Postsecondary Institutions.

### **Phase 3: Summer Reopening**

#### **Buildings that are open in Summer 2021 (some open August 23, 2021):**

- Trades
- Science Center
- Cedar Hall
- Student Union
- Student Affairs
- Auburn Center
- Kent Station
- WETRC Main Campus
- Facilities Building
- ZC
- IVD
- RLC

### **Phase 4: Fall Reopening**

#### **Buildings that are open in Fall 2021:**

- Trades
- Science Center
- Cedar Hall
- Salish Hall
- Student Union
- Student Affairs
- Auburn Center
- Kent Station
- Enumclaw
- WETRC Main Campus
- Facilities Building
- ZC
- IVD
- RLC

### **Courses Face-to-Face Fall 2021**

- In addition to essential CTE programs already on campus from Phase 2, the following courses will also be coming onto campus in some hybrid/face-to-face manner:
  - Education
  - Journalism
  - IT
  - English
  - Biology
  - Chemistry
  - Communication Studies

- History
- Criminal Justice
- Art/Ceramics
- Music
- Drama
- IESL
- Continuing Education

## **Classroom, Common Space and Building Layout and Needs**

- ***Classroom spaces (non-labs and including lecture halls) will have the following:***
  - Student chairs/desks spaced 3-6 feet apart
    - This includes removing chairs or closing off every other chair
  - Removing/closing off the first row of desks/chairs unless desk shields are being used.
    - This is specifically for classrooms where the teacher workstation or front of classroom is less than 6 feet away from front row
    - Desk shields could be installed if front rows need to remain open for increased class capacity
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Signage for physical distancing and ppe usage
  - Current CTE courses will continue functioning in the same manner as they have been functioning
- ***Classroom spaces (computer labs) will have the following:***
  - Student chairs/desks spaced 3-6 feet apart
    - This includes removing chairs or closing off every other computer
  - Removing/closing off the first row of desks/chairs
    - This is specifically for classrooms where the teacher workstation or front of classroom is less than 6 feet away from front row
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Possibly closing off every other computer station if needed for physical distancing
  - Signage for physical distancing and ppe usage
- ***Classroom spaces (science labs) will have the following:***
  - Student chairs/desks spaced 3-6 feet apart
    - This includes removing chairs or closing off every other lab space
  - Removing/closing off the first row of desks/chairs
    - This is specifically for classrooms where the teacher workstation or front of classroom is less than 6ft away from front row
    - Desk shields could be installed if front rows need to remain open for increased class capacity
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Possibly closing off every other lab station if needed for physical distancing
  - Signage for physical distancing and ppe usage

- **Main entrances to buildings will include:**
  - 3-in-1 stands with signage, touchless hand sanitizer, masks and sanitizer wipes
  - Signage for physical distancing and ppe usage
  - Window stickers delineating entrance and exit doors (where necessary)
- **Common areas of buildings not near main entrances will include:**
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Where appropriate, possible plexiglass dividers for shared tables
    - Large round tables
    - Rectangle tables
  - Signage for usage/expectations on shared tables
  - Tables/chairs will be removed to allow for 6ft physical distancing
- **Office spaces (with doors) will include:**
  - Touchless hand sanitizer stands or wall mounts in common/shared spaces
  - Sanitizer wipes
  - Sanitizer bottles (12oz) for desk
  - Transaction plexiglass divider
    - Upon request
  - Plexiglass dividers for office meeting tables
    - Upon request
- **Office spaces (cubicle style) will include:**
  - Touchless hand sanitizer stands or wall mounts in common/shared spaces
  - Sanitizer wipes
- **Information, Front and Welcome desks will include:**
  - Touchless hand sanitizer stands or wall mounts at desk or before approaching desk
  - Sanitizer wipes
  - Transaction plexiglass where appropriate may be installed
  - Floor markers for physical distancing (for lines that form)
- **Restrooms will include:**
  - Touchless hand sanitizer stands or wall mounts
  - Signage for physical distancing
- **Staff/faculty lunchrooms will include:**
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Signage for using own utensils and containers + cleaning up immediately after use
  - Tables/chairs will be removed to allow for 6 feet physical distancing

**Additional Suggestions:**

- Personal face shields will be available for purchase at the Paper Tree Bookstore
- Personal desk dividers will be available for purchase at the Paper Tree Bookstore

- Main welcome desks will house some PPE (masks, gloves) to distribute upon request
- Bulk order of GRC-branded pens that people can take with them after use
- GatorNet will include access to templates for access to various signage

### **Considerations and Needs:**

- Custodial staff will check on/refill stock daily
- Communicate mockups to campus
  - Include pictures/videos of set-ups
  - Create videos and explanation of HEPA filters and UVC lighting and how it works
  - Create master list of where PPE is accessible across campus for those who need/forget theirs and post on GatorNet and website
- QR codes on signage directing to our policies/processes for PPE compliance
- More robust student id card system
  - Entry to buildings through card touch/handsfree entry
- Building capacity tracker program/software
- Signage types:
  - Reminders for users to clean their workstation before/after use in classrooms/labs
  - Physical distancing and ppe usage
  - Contact Appointing Authority/designated order person within each department of the College to report low/empty PPE supplies. A system for ordering supplies and the leads for ordering and distribution are assigned for each division of the College.

### **Student Isolation and Quarantining Procedures**

It is to be noted the guidelines for isolation of a COVID-19 positive person are as follows:

- Mild-moderate symptoms—at least 10 days from when symptoms first started, AND
- At least 24 hours have passed since last fever without the use of fever reducing medication, AND
- Symptoms have improved

In this context, all students who test positive for COVID-19 will be required to remain in isolation for at least 10 days and until they are medically cleared to return to the general student population. Campus Corner Apartment (CCA) students will be given an opportunity to isolate on campus or go home for the duration of the isolation period.

CCA students will be provided with a separate isolation area on campus to allow for students to be isolated in single-occupancy rooms. During their stay in isolation, students will receive on-going follow up by the CCA team and will be provided with access to daily necessities such as meals. Visits by other students, family members or others will not be allowed while the student is in isolation. Students will only be allowed visitors on an emergency basis (close family contact or emergency contact) following review and approval by Residential Life staff. Students will not be allowed to

leave their individually assigned spaces for the duration of their isolation. Should a student not comply with isolation requirements, they may be dismissed from housing immediately and not be allowed to return to campus until they are medically cleared.

All students who are designated as close contacts of COVID-Positive students identified through contact tracing will be asked to self-quarantine for 10 days and monitor their symptoms for 14 days in coordination with Campus Safety. These students will need to quarantine in the designated quarantine housing on campus or may choose to go home.

A close contact is someone who:

- Was within 6 feet of someone who is positive for COVID-19 for at least 15 minutes cumulative time in a 24-hour period.
- Provided care for someone with COVID-19
- Had direct physical contact with someone who is positive for COVID-19 (hugging, kissing, touching)
- Shared eating or drinking utensils with someone with COVID-19
- Was sneezed or coughed on, or otherwise got respiratory droplets on them from a person with COVID-19

### **Contact Tracing Contact**

The College will perform contact tracing internally in addition to any local health department contact tracing.

Effective contact tracing will be managed through a partnership between Human Resources, Benefits Services, Student Affairs, and Campus Safety. Collaboration between these departments is crucial to ensure the alignment of strategies to regularly monitor the status of the health environment of the campus. Campus Safety, within Student Affairs oversees contact tracing for student cases and contacts. Benefits Services, within Business Administration oversees contact tracing for employees. Additional assistance with employee contact tracing will be provided to Benefits Services by Human Resources upon request.

### **Contact Tracing Record Keeping**

To monitor and control contact tracing practices, Campus Safety will use a shared communication system. Departments with access to the shared information will be Campus Safety, Student Affairs, Benefits Services and Human Resources as needed.

- The purpose of this shared information system will be to:
  - Contain the spread of the disease through effective monitoring and rapid response on campus.
  - Isolate positive cases or quarantine of close contacts, which can slow and stop the transmission on campus.
  - Allow for collaboration between departments.

### **Student-Related Cases**

Campus Safety has established a Case & Contact Tracing Team with a priority of administering and managing all facets of the unit's function for contact tracing. A staff member from Campus Safety will work directly with the Vice President of Student Affairs to facilitate contact tracing in a manner that helps preserve the confidentiality of those involved.

The administrative and operational responsibilities of the Case Contact Tracing Team is to:

- Communicate with newly diagnosed campus community members to obtain their contacts.
  - Collect and record information.
  - Update systems and notify Benefits Services, Human Resources, and Residence Life of quarantine/isolation necessities and other health status changes.
  - If necessary, work with College Relations, Residence Life, and managers/division chairs to notify broader groups with a message about possible exposure and issue symptom monitoring information.
  - If appropriate, collaborate with Residence Life about quarantine/isolation needs.
  - If appropriate, notify Benefits Services about employee contacts with diagnosed or suspected students and employees.
  - If appropriate, work with Facilities in all impacted classrooms and/or buildings.
- All student-related cases are supported by others to ensure the College works with the student to ensure they do not fall behind on academic studies and to make accommodations wherever needed.

### **Employee-Related Cases**

Benefits Services will administer/facilitate all employee related cases and contacts. Campus Safety will notify Benefits Services of any employee's close contact with students that test positive. Benefits Services will notify Campus Safety of any student's close contact with an employee that tests positive. GRC will follow all current King County Health Department, CDC Guidance reference to Contact Tracing.

### **Student Conduct, Compliance and Enforcement Student Expectations and Student Handbook**

The Office of Judicial Affairs has developed student expectations that specifically address COVID-19 public health guidance.

**Mask/Face Covering Usage:** Students must wear a mask or face covering that covers their nose and mouth to prevent the spread of COVID-19. This must be worn to enter and while present in all classrooms and common spaces on campus, including any academic, administrative, residential, food service, and recreational buildings. Additionally, students must wear a mask or face covering in any outdoor location on campus (including walking to and from class).

Students are permitted to remove their mask or face covering to eat and drink, with physical distancing still required.

## **Physical Distancing**

Students, faculty and staff are expected to maintain 3-6 feet of distance from one another under all reasonable circumstances. This policy applies to all classrooms, offices, indoor and outdoor gathering spaces, including residence halls, the Student Center, Dining Hall, athletic gym, RAC, or fitness center, computer labs and the Library.

## **Failure to Comply or Following the Directive of a College Employee**

### **WAC 132J-126-090 Conduct-Student Responsibilities**

#### **(10) Failure to comply.**

Failure to comply with directions of college officials, campus safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. Not abiding by the direction of college officials (safety officers, administrator, staff, or faculty member) in the exercise of their duties, including both written and verbal instruction as well as producing College identification when asked. This includes abiding by all College-required physical distancing, face coverings, crowd sizes, reporting, and contact tracing measures. This charge may be applied if a student has been instructed to quarantine/self-isolate and fails to do so.

## **Fraud, Lying, or Misleading Lying or Fraudulent Misrepresentation**

### **WAC 132J-126-090 Conduct-Student Responsibilities**

#### **(24) Forgery or alteration of records**

Any student who, while in any college facility or participating in a college-related program, engages in forgery, as defined in RCW [9A.60.020](#).

#### **(26) False Complaint**

Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter. This includes knowingly not disclosing a positive COVID-19 health test result, failing to disclose COVID symptoms on an attestation, etc. to a college official, as well as filing a malicious or frivolous complaint about another student.

## **Sanctions**

If these protocols are not being followed by a student please send an e-mail to [judicialaffairs@greenriver.edu](mailto:judicialaffairs@greenriver.edu). Every employee has a responsibility to make sure that the Covid safety protocols are followed by everyone on our campus.

The following definitions of the disciplinary terms have been established to provide consistency in the application of penalties:

- (1) **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

- (2) **Probation** - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- (3) **Loss of privileges** - Denial of specified college privileges for a designated period.
- (4) **Fines** - Previously established and published monetary charges.
- (5) **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- (6) **Discretionary sanctions** - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.
- (7) **College suspension** - Separation of the student from the college for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
- (8) **College dismissal** - Permanent separation of the student from the college.
- (9) **Revocation of admission and/or degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- (10) **Registration hold** - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the vice president of student affairs or designee.
- (11) **Revocation of club status and loss of college recognition** - Applies to clubs and organizations.

## **Facilities Management and Disinfection Practices**

GRC has prescribed the following systematic approach to the regular cleaning and disinfecting of all facilities, including classrooms, office space, housing and food service facilities, equipment and laboratories, and public spaces. These measures are consistent with King County Health Department, CDC guidance for Institutions of Higher Education:

- EPA-registered disinfectant that is effective against COVID-19 shall be used where feasible.
- Debris and dust shall be cleaned from soiled surfaces prior to disinfecting.
- Surfaces shall be allowed to air dry to allow for the appropriate dwell time of the disinfectant.

## **Defined Space Practices General Office Space**

Disinfection of high contact surfaces within general office spaces will be conducted by individual area users utilizing disinfecting wipes, gloves, all while wearing a face covering. Users will wipe down commonly touched surfaces (countertops, doorknobs, sneeze guards, shared equipment, appliance) surfaces several times per day.



**Laboratory Space:** The disinfection of laboratories will be conducted by the laboratory techs working in designated areas. Facilities staff will not be cleaning between classes as determined by the most current data and King County Health Department guidance for touch surfaces. Students should be directed to clean equipment at the beginning of each class prior to use and again at the end of class. Disinfectant wipes will be available. Facilities staff will disinfect these spaces as part of their regular daily cleaning schedule.

### **Gym & Fitness Center, Library, and Other High Traffic Areas**

Disinfection of high contact surfaces and equipment in these spaces will be conducted by individual area users under supervision of area staff. Users will be required to wipe down equipment, tables and other individual-use surfaces, such as desks, tables and chairs, before and after each use. Facilities staff will deep clean/disinfect these areas on an as-needed basis.

Common Areas Disinfection of common areas, hallways, large venues, and high touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, and the like will be cleaned and disinfected by custodial staff using an approved protocol at a minimum of two times per day.

Upon confirmation of a positive case of COVID-19 in the GRC community, COVID protocol cleaning will be conducted for cleaning of the affected areas using an approved protocol.

### **Common Area Disinfection (High Traffic/High Touch Areas)**

Campus common area disinfection necessitates a collaborative approach by Facilities who oversee, administer, and manage custodial functions for the College. Facilities operations, utilizing a hybrid-model of in-house and outsourced resources, including contracted service providers, will determine cleaning protocols.

A full Facilities Management – COVID-19 Cleaning and Disinfecting Plan has been developed to provide a systematic approach to mitigating public health risks through cleaning and disinfecting practices.

### **Walkways/Roadway/Parking and Green Spaces**

Campus Safety will evaluate all exterior areas of campus and determine suitable locations for double sided weather durable directional and protocol signage. Signs will be placed strategically outside all building entrances, along walkways, along staircases, at parking lot entrances and on green spaces.

### **Student-Facing Services and Office Procedures Guidance for Face-to-Face Interactions**

The College is focused on supporting a safe and healthy learning and working environment. In the Summer 2021, most departments will continue providing their services virtually. CTE programs and branch location staffing will continue in the same format previously offered. For those departments that will be open for face-to-face interactions beginning September 9, 2021, we have provided the following guidance to ensure those safety measures.

Staff of departments that interact with/receive students beginning on September 9<sup>th</sup> and beyond must adhere to specific guidelines and protocols. As we consider how to best serve students and balance how to mitigate the spread of the virus, we will strongly encourage students to connect with us virtually. Should a student require a face-to-face interaction, this can only occur with a scheduled, pre-approved meeting timeslot. To reduce the risk of lines and overcrowding of offices/office space, the College will not allow “walk-in” interactions with students and staff; students should contact a department to schedule an appointment.

When meeting with staff, only the student will be permitted to attend. In order to be able to assist students in-person, each department will need to follow proper mitigation strategies to reduce the risk to staff and students.

As the College opens in phases with a reduced workforce on site, department leadership will work with department staff in order to provide training regarding the following norms:

- Physical distancing will be enforced.
- Masks/face coverings will be required.
- Individual departments will be responsible for cleaning and disinfecting public spaces thoroughly after each student interaction.
- Each department will be required to wipe down commonly touched surfaces (countertops, doorknobs, shared equipment, appliances) every two hours.
- Hold all meetings/gatherings, including one-on-one meetings, online whenever possible.

## **Instructional Delivery and Student Interaction**

Instruction is asked to deliver their course content in a remote, virtual format or in face-to-face/hybrid when possible. Faculty/staff will be asked to conduct their office hours virtually but may meet with students in offices or large common areas in their instructional buildings as approved, provided they are following all mask-wearing protocols, social distancing and safety strategies.

## **Food Services**

Food Services, in coordination with Conference Services, has worked tirelessly focusing on the health and safety of food services at all service locations on campus. The measures below are being implemented to increase the safety of the environment for students, guests and employees. These measures are in addition to the already high standards and practices promoted around food safety and sanitation. The measures are

based on guidance from the U.S. Centers for Disease Control, the Governor's guidance, and local health department recommendations and requirements, and are subject to change.

## **Meetings and Events**

Departments and student groups interested in hosting meetings and events on main campus should contact Conference Services for guidance. Conference Services will maintain and update Meetings and Events protocols and procedures in adherence to the College, and the state of Washington. Contact the branch managers for meetings & event at each branch location.

## **Employees**

All employees have received training on operating the dining services location with COVID-19 prevention measures in place. The focus is around maintaining physical distancing, proper use of PPE, proper cleaning, disinfecting and sanitation procedures. Food Services will minimize the number of vendors it uses to reduce the number of people coming to campus or entering buildings. In addition, vendors will also be expected to follow the guidance and policies of the CDC, state and local health agencies and local policies around vendors coming to campus.

## **Customers**

Customers will be expected to follow directional signage, seating and occupancy limits, mandatory face covering/mask usage except when seated to eat and increased hand washing and sanitizer usage while in the dining center.

## **Institutional Student Support Services & Departmental Opening**

### Guiding Principles:

- To the greatest extent possible, design reopening plans with the safety and wellbeing of staff and students at the center.
- Follow all directives, guidance, and mandates from the Governor, Washington State, and health officials.
- Student services will move to successive phases in the reopening plan based on our understanding of available COVID-19 data.
- Staff and students will have access to adequate personal protective equipment (PPE).
- At every stage of reopening, provide clear, consistent, and regular communication (to all stakeholders, including staff, students, and across departments/service areas) with mechanisms for feedback, ongoing improvement, and adjustments, as necessary.
- Provide staff and students adequate notice of reentry in order to support home, personal, professional, and academic needs.

- We will work together as much as possible to provide support from multiple services to students needing in-person support on the same day, while remaining flexible to address the needs of students.
- Reopening plans will consider the successful strategies that were employed during our virtual work in ways that will honor multiple ways of serving students.

Support Services & Department Reopening Model:

- Reopening Model: Create small staff teams to be on campus together in each office to limit cross-exposure, scheduling each staff team to be on campus one day a week to: do work virtually, work that is required to be done on campus, and serving students who have made appointments as they come in. Triage intake model (hub(s) and spokes) for students who show up without an appointment. Create virtual service area for students needing services while on campus in large open area (like Cascade Hall in Student Affairs and Success Center).
- Return to Campus: Starting August 23, small teams (see above) will return to campus to situate and adjust physical workspaces to ensure distancing and other requirements/parameters are met.
- Reopening for Face-to-Face Student meetings by appointment in Services & Departments: Starting September 9th
  - o Monday 8:00am – 5:00pm
  - o Thursday 8:00am – 5:00pm
  - o Services will be delivered on appointment basis as much as possible, with drop-ins served if possible. If not possible, drop-in students can receive services virtually either at home or in virtual service area (larger room with kiosks to be determined)

**Logistics: These services begin August 23<sup>rd</sup> for employees only and by appointment face-to-face for students September 9<sup>th</sup>.**

- **Which logistics can be worked out together -- that is, what can we identify in terms of processes, expectations, etc. that are important to have be the same across all areas?**
  - o Offering consistent operational hours across student support service areas.
  - o Service areas using the same method/system for making appointments (and checking in for appointments) –
  - o Service areas using the same system(s) for remote service delivery:
    - Teams
    - Zoom
    - Email
  - o Cleaning schedule, protocol, and capacity for each physical area – both after hours and after spaces/equipment is/are used.
    - Facilities has drafted a plan for custodial services for the main campus, which is with the PPE committee for review and consideration.
    - Branch locations are currently working on janitorial contract renewal, which will be in place by July 1st.
    - All branch locations will have one daily, mid-day disinfection; scheduled according to building/class schedules.

- o Create dedicated line to central hub that will facilitate direction of students to the correct services.
- **Which logistics need to be worked out on an individual office/service area level.**
  - o Establish and post/publish room/space capacity restrictions,
  - o Define flow of student traffic,
  - o Identify which essential services will be offered in-person by individual area.

**Support Services:**

- **Student Affairs (M & Th, 8:00am – 5:00pm)**
  - o Assessment & Testing Center
  - o Athletic & Recreation
  - o Career, Advising, and Completion Center
  - o Conference Services
  - o Disability Support Services
  - o Financial Aid
  - o Gator Grill/Daily Grind
    - M-TH, 7:30-2
    - Temporary Trades services will remain M-TH, 11:00-1:00
  - o Gator Pantry service
  - o Judicial Affairs
  - o Office of the Registrar
  - o Paper Tree Bookstore
    - M-F, 7:45 – 3:00
  - o Office of Diversity, Equity, and Inclusion
  - o Running Start
  - o Student Life
  - o S.U. Information Desk
  - o TRiO Student Support Services
  - o Veteran Services
  - o Violence Prevention Center
- **International Programs (M & Th, 8:00am – 5:00pm)**
  - o International Housing
  - o International Student Activities
  - o International Student Advising
  - o Foundation for Success
  - o High School Completion
- **Instruction:**
  - o Academic Resource Centers (**Online with phased on campus component for upcoming quarters**)
    - Math Learning Center
    - Tutoring and Resource Center
    - Writing and Reading Center
    - Public Speaking Center
    - Language Lab
  - o Master Achiever Center (**M & Th 8:00-5:00 pm**)

- o Open Doors **(M & Th 8:00-5:00 pm)**
- o Branch Locations (times are adjusted depending on needs of these locations, please contact site for specific hours of operation)
  - Kent **(M-Th 8:00am- 8:00pm. Friday 8:00am to 4:00pm)**
  - Enumclaw **(M-Th 8:00am to 5:00pm and virtual until 8:00pm)**
  - Auburn Center **(M & Th 7:00am-3:00pm. Virtual assistance will be available 7:30am-11:30am, M-F)**
- o Continuing & Community Education **(TBD)**
- o Workforce Education **(M & Th 8:00-5:00 pm)**
- o Counseling **(TBD)**
- o Holman Library **(Limited hours)**
- o MESA **(M & Th 8:00-5:00 pm Virtual on Friday)**
- o Building secretaries **(M & Th 7:00 –3:30 pm)**
- Information Technology:
  - o Employee IT Support Helpdesk – Virtual Assistance remotely (M-F 8:00 –5:00pm)
  - o Student IT Support Helpdesk -Virtual Assistance Lobby Support (M-TH 8:00- 7:00pm, F 8:00-5:00pm)
- College Advancement **(M & Th, 8:00am-5:00pm)**
- Institutional Effectiveness **(M & Th, 8:00am-5:00pm)**



## APPENDIX A

### King County Updates

1. What is the current state of the COVID-19 epidemic and vaccination efforts in King County?
  - o Current Data: [COVID-19 information and resources for King County, WA - King County](#)
    - o Cases peaked in Dec and Jan. Levels are declining, but still of concern.
    - o Test positives are decreasing but still high.
    - o Good news: Another vaccine will be authorized soon, and more are in the pipeline.
    - o Bad news: Variant strains have been detected in WA state.
    - o The leading number of cases is still in the 20-30-year-old range; also, an increase in the under 20 as well. 20-30 are 40% of the cases.
    - o 70-80% of the community needs to be vaccinated to begin to reach “[herd immunity](#)”
2. Do you recommend college employees and students wait until be fully vaccinated to return to campuses?
  - o It is NOT recommended that employees and students wait to be fully vaccinated before returning to campuses. It is especially important to ensure needed mitigation: mask-wearing, social distancing, frequent hand washing.
3. Are you concerned with King County community & technical colleges reopening this fall?
  - o There is no great concern if this were to happen, if safety protocols are enforced and people follow required: mask-wearing, social distancing, frequent hand washing.
  - o GRC has develop a phased plan for reopening. When developing reopening plans, it is extremely important to continue to message the importance of needed behavior on and off-campus. This includes following the [Healthy Washington Plan](#).
4. Colleges are preparing now to announce decisions regarding how classes will be offered in the fall quarter of 2021 (because students register for fall during the spring quarter). What recommendations does the King County Department of Health have for us as we considering whether we will be ready to bring more students back on campus in September 2021? Are there certain metrics that will be important for us to consider? (i.e., number of cases, % of community fully vaccinated)
  - o There are 2 different sets of guidelines for higher education to follow.
    - [Healthy Washington](#) (Governor’s plan): There are 2 phases, but hopefully there will be 3 and 4<sup>th</sup> phases.



- This guidance should be used if we have programs on campus open to the public, or continuing education programs.
  - [Higher Education Proclamation](#): This should be followed for general instruction and operation.
    - In many ways, these guidelines provide greater flexibility for colleges than the Healthy Washington guidelines.
    - These guidelines do not indicate class caps and provide greater flexibility to run needed courses and programs.
    - It still important to require:
      - Needed physical distancing of at least 6 feet
      - Health attestations
      - Masking
      - Frequent hand washing
    - It is important when developing reopening plans that flexibility to return instruction and operations back to remote operation is included. This allows for the ability to quickly make needed changes if the COVID situation worsens.
    - Testing
      - There is no requirement to test on an ongoing basis.
      - It is not recommended to complete regular testing for all employees and students. It is important to do so for certain groups, such as nursing students and faculty, student-athletes, and athletics staff.
      - We must have the ability to provide access to testing whenever it is needed.
      - There are many testing options.
        - Testing locations: [COVID-19 information and resources for King County, WA - King County](#)
5. Has science determined that a certain percentage of vaccinations is needed for us to think about in reopening planning?
- 70-80% of the community needs to be vaccinated to begin to reach “[herd immunity](#)”
  - Herd immunity is not required to have been achieved before reopening colleges.
6. Current guidelines from the Governor’s Office for colleges & universities do not require temperature checks for those coming on campuses. What is your thought on requiring temperature checks? Do you have any other recommendations on what we should require when people come to campus?
- Anyone coming to campus should go through a self-attestation to indicate whether they are exhibiting COVID symptoms.
  - Having those on campus also “check-out” is important, as it provides the ability to collect information that can be used if needed for contact tracing.
  - Checking temperatures is not required but is suggested if there is the ability to do so.
  - It is especially important to still require needed mitigation: mask-wearing, social distancing, frequent hand washing.

7. Will college faculty and staff be able to be vaccinated when public school teachers are allowed to?
  - Vaccinations are currently being offered.
  - It is important to remember that college faculty and staff may qualify for earlier vaccinations based on their individual needs that align with the current phased plan.
  - Most individuals over the age of 16 are currently able to be vaccinated.
  
8. What information might we communicate to staff, faculty, and students who may remain fearful of returning to in-person services until COVID is eradicated? Is there a point in the vaccination process when the risk will be substantially reduced?
  - It is NOT recommended employees and students wait to be fully vaccinated before returning to campuses. It is especially important to ensure needed safety protocols are followed such as masking, hand washing, and physical distancing.
  - The College now has a lot more experience with this than a year ago.
    - We must acknowledge there may be some groups of people that are concerned about vaccines.
    - The facts are clear about the efficacy of vaccines and instituting safety protocols factors we have implemented.
    - The College must be very cognizant of the importance of continually communicating the efficacy and importance of requiring needed safety protocols:
      - Needed physical distancing of at least 6 feet
      - Health attestations
      - Masking
      - Frequent hand washing
  
9. Are there any additional precautions you recommend considering the more contagious strains of the Coronavirus? Are there new symptoms we should be watching for?
  - There are no new precautions that are needed. Continue the current safety protocols.
  - There are currently no new symptoms associated with the new strains.
  - The new strains may be more transmissible but are still transmitted the same way.
  
10. What is recommended for the type of masks we should be requiring at our institutions, given the more contagious strains of COVID that are now present?
  - Masking should be required for every person on college campuses.
  - The right masks must be worn that align with the nature of the work that is being performed.
  
11. Are there current cleaning and ventilation guidelines that we should be aware of?
  - Although cleaning and disinfecting are important, COVID is spread through respiratory droplets. Mask wearing, hand washing, and physical distancing are the best mitigation factors.

- Although suggested early during the pandemic, there is no longer a need for widespread deep cleaning.
  - [Safe Cleaning & Disinfection Guidance for Public Spaces](#)
  - [Ventilation and Air Quality for Reducing Transmission of COVID-19](#)
    - Facilities completed a building assessment to see what types of ventilation systems present and what types of filters are being used.
12. Can you provide clarity regarding needed quarantine periods for someone who has been fully vaccinated but has had direct COVID exposure?
- New guidance is being developed by the Centers for Disease Control (CDC).
    - Note: New [Guidance](#) was released on 3/8/21. [When You've Been Fully Vaccinated](#)*
  - If someone is fully vaccinated and it has been at least 2 weeks since they have completed the vaccine series, and not more than 3 months have passed since the series has been complete, no quarantine period is necessary if primary exposure takes place, and the person remains asymptomatic.
  - If someone who has not been vaccinated but has had primary exposure, a 14-quarantine period is still suggested. [COVID-19-Should you quarantine or isolate?](#)
    - Depending on the specific situation the quarantine period can be reduced to 10 days.
13. What are your thoughts and suggestions on safely restarting athletics?
- Refer to:
    - Northwest Athletics Conference's (NWAC) updated [guidelines](#).
    - [Sporting Activities COVID-19 Requirements](#)
    - Fitness Centers would follow the [Fitness & Training COVID-19 Requirements](#).
14. What are your thoughts and suggestions on safely restarting music practices and performances?
- New [guidance](#) has been developed.
  - These activities can resume, with stipulations.



## APPENDIX B

### Criteria for Prioritization of Department/Areas/Programs

- Critical college services or programs that cannot adequately be completed remotely.
- Services that must meet compliance regulations (Disability Support Services, Veterans Services, etc.).
- Student facing services that support marginalized populations and students who are struggling with remote learning.
- Services for students in jeopardy of failing that may need one-on-one tutoring/counseling/assistance.
- Services/Resources with no alternative remote option or could be better served on campus.
- Services supporting enrollment activities and access to critical support, such as the Benefits Hub, food pantry, etc.
- Technology
- Cost vs benefit for physical space adaptation needed to meet safety requirements.
- Availability of Safety staff, custodial and other Facilities needs.

### Criteria for Prioritization of Courses

- Courses where the skills or outcomes cannot be replicated or accessed at an acceptable level in an online, remote, virtual environment.
- Courses where specialized equipment or technology is required such that it cannot be acceptably replicated in an online, remote, or virtual environment and is a vital portion of the course.
- Courses with an increased gap in success among marginalized groups of students since moving to online, remote, or virtual instruction.
- Courses with populations that are at higher risk and/or face multiple barriers to participation (examples Open Doors, Transitional Studies, IBEST)
- Courses that have had an overall drop in performance.
- Courses with low online, remote, virtual participation.
- Courses with decreased enrollments (canceled sections) that is greater than the overall average decrease.
- Courses geared towards International, high school completion, or Running Start.