

*Green River College  
Phased Reopening for Winter 2022*

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

*Updated January 11, 2022*

Green River College Campus Reopening Guide for Winter 2022 has been developed through guidance obtained from the Governor's Reopening Plan and the Proclamation by the Governor amending Proclamations 20-12.5 and 21-14.2. Also used in the development of this plan are The Higher Ed Reopening guidance, information from WA Labor & Industries, WA State Department of Health (DOH), the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)) 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. The GRC COVID-19 Reopening Committee comprised of numerous student, instructional, technology, and community facing departments, has tracked the rapidly changing information from local, state, and federal authorities to monitor the pandemic and adjust plans for the College according to their guidance. From the start of the pandemic, we committed to students, faculty, staff, and community members continuing to be back to campus with safety measures in place, according to science, data, and the guidance of public health experts. Best practices implemented by Career and Technical Education (CTE) programs since the Governor support for CTE programs to be back on campus also informed the protocols and additional changes made to create a safe return to campus.

This GRC Campus Reopening Plan embraces provides a comprehensive set of guidelines to safely continue with reopen efforts, in accordance with the latest health recommendations from the State of Washington, the U.S. Centers for Disease Control, and 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**

**Fall 2021:** There were students and employees on Auburn Main campus and Auburn Center facilities. Facilities, Campus Safety and other essential personnel were also on campus to support instructional programs, College operations, and business needs. Employees were on campuses to maintain the College's service to the community, as well as complete essential college functions.

**Winter 2022:** Students and employees on campus will increase on all campus locations. All buildings will be open with operational hours for support services between the hours of 8-5pm three days a week and in some departments 4-5 days a week. Virtual and face-to-face appointments will continue for student support services and instruction in the classroom and virtually will also increase.

## **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 adheres to 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. Masks do not fully block the droplets of a cough or sneeze.

**Physical Distancing:** A minimum of 3-6 feet social distancing is strongly recommended (not required, under the Governor's proclamation for fully vaccinated campuses), whenever possible.

**Masks:** A mask, can include a paper or disposable mask and must cover the mouth and nose completely. Cloth masks, neck gaiter, scarves, or bandannas are NOT appropriate forms of mitigation as per the most recent public health guidance. In some instructional courses, clear facemasks or face shields may be allowed and/or required. All students, faculty, staff, volunteers, contractors, and visitors over the age of 5 must wear a mask while visiting any GRC location. Masks, kn95 masks, and 95 masks can be picked up from Campus Safety, front desks at the branch campuses, or throughout campus locations.

The gym, RAC or workout areas that are open will have guidelines as to mask usage. 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 masks, hand sanitizer and cleaning supplies from home.

**Goal:** To have all Green River College locations fully reopen by fall 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 fall 2022 will look different from pre-COVID times.

### **Definition of Reopening**

- College departments and services will have an on-campus presence during business hours. Business Hours will be 8-5 Mondays and 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 days. Technology systems are utilized to assist students with scheduling appointments.

- Opportunities for remote work and split schedules will be available to employees, dependent upon the nature of each position, needs of the College, and each department.
- At least 50% 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 spring and 100% in fall 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 campus data, and the King County Health Department.
- The health and safety of all College employees and the community will continue to be the top priority.
  - All GRC students and employees must be fully vaccinated or have obtained a medical or religious exemption to be on campus at all GRC locations.
  - Masks are required for every employee, student, and visitor at all GRC locations.
  - Daily health attestations are required when coming to campuses each time.
  - Students in online classes who have not completed vaccination status must complete a declaration they will not come to campus. If online students need to come to campus, they must check in with Campus Safety after completion of their ctcLink vaccination status in order to be on campus.
- 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.
- Reopening protocols can be reverted to remote operations under the Emergency Operations Center (EOC) protocols if necessary.
- We anticipate the return of all GRC employees to campus by fall 2022. Any exceptions to allow for continuing remote work will be determined through College policy protocols. The College will prioritize providing optimum service to students in determining on-campus staffing needs.

Please contact your supervisor, HR, or Benefits Office to ensure you understand crucial details if you have any questions or concerns about:

- Your safe return to work on campus by Fall 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 fall quarter 2022 should contact the Benefits Office and request a confidential discussion with the Benefits Consultant who directly supports employee medical and family leave issues.

## **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 to prioritize 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 campus updates on what is happening with the 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 moved 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 Gatonet.
- 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.

### **September-November**

- Monitor contact tracing for students and employees
- Develop instructional chapter with protocols to onboard additional class offerings before registration and monitor classes and modalities for next quarter.
- Create and implement verification process for vaccination attestation and exemptions.
- Notify individuals and students of exemptions approval or denial and accommodations.
- Update the campus website and protocols in compliance with Governor and campus protocols.
- Create a dashboard for sharing all statistical data related to employee and students' vaccination status.
- Remote work taskforce working on policy for employees.
- Discuss and recommend options for student support services for winter, spring, summer and fall quarters.
- 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.
- Coordinated vaccination clinics on campus.

- Ordering of all-campus locations PPE for winter quarter.

## **December 2021**

- Finalize 2022 winter institutional and instructional chapter with updates.
- Provide updated information on employee and student medical and religious exemptions protocols and accommodations.
- Finalize changes in website language.
- Explore testing accommodation requirements for exempt students for winter quarter implementation.
- Remote work taskforce finishing policy recommendations to bring forward in 2022.
- 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.
- Sent communications to campus of a delayed start from January 3-18<sup>th</sup>.

## **January 2022**

- Continue to evaluate the status of COVID-variants, King County Department of Health, and system-wide data to determine a two-week virtual start for all programs and support services on campus.
- Work with Reopening Committee and sub-committees on a recommendation to extend virtual programs and services through Feb. 7<sup>th</sup> as recommended by Office of Financial Management, as well as data to show increase in test-positive cases on campus, in community, and throughout state.
- Look at staggering of office employees to maintain all departmental work within the College.
- Review new data on face-coverings and masks including ordering of kn95 and n95 masks for campus.
- Continue 5 days for quarantine time for test-positive cases.
- Support test positive outcomes of employee and student testing with at-home kits because of limited testing sites available.
- Finalize contract with Testing contractor to offer voluntary testing of students and employees on campus. Start date tentatively beginning January 18<sup>th</sup> for those returning to campus.
- Offer vaccination-site on campus for vaccination and boosters for employees and students.

## **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 public.

**Implement requirements for employees and students:** keep the workforce healthy and allow campuses to reopen and stay open by mandatory face-covering protocols, enhanced and strongly encouraged social distancing, frequent handwashing and worksite cleaning; processes for confirming vaccination status for students and employees and clear protocols for students and employees when they become ill, including contact tracing/notification to other employees and students; employee training; adequate supplies available for employee 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.

Listen and learn to understand levels of preparedness for campus transition and assess what is needed. Work alongside information technology, programs and course coming back to campus, seeking expertise and guidance for programs, classrooms, and supports while offering sound and accurate recommendations and advice.

### **Phased Reopening**

- The number of staff and on-campus instructional offerings will begin increasing throughout 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. The Reopening committee will make recommendations to the Executive Team to on-board more support services and instructional course offerings at each campus location.
- 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.
- 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. This is determined by the instructional committee.
- 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.
- Health & Wellness monitors (e.g., work-study students/volunteers) will be hired to work alongside Campus Safety staff monitoring mask-wearing and daily attestations.
  - The IT (Information Technology) department will need to review and check functionality of campus technology prior to departmental services and or instructional classes begin.
  - All campus buildings have 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 **vaccination attestation status, daily health screening attestation**. View Washington State's **Campus Reopening Guide** for Postsecondary Institutions.

## **All buildings will be open for Winter 2022 on all campus locations**

### **Coming to Campus**

GRC requires proof of vaccination, or approved exemption, for all on campus classes, activities, work, or services. That means all students, employees, contractors, and visitors are required to be fully vaccinated against COVID-19 or properly exempted

Students taking face-to-face or in-person hybrid classes or utilizing on-campus support services such as the library, tutoring center, health education center RAC, Student Union,

etc., must be fully vaccinated against COVID-19, or can seek an exemption for legitimate medical reasons or sincerely held religious reasons. [View Student Vaccination Requirements](#).

Per Proclamation 20-14.1, all GRC employees must be fully vaccinated against COVID-19 or have obtained a medical or religious exemption. [View Employee Vaccination Requirements](#).

### **Why is Green River requiring vaccinations?**

Our objective has always been, and continues to be, to protect the health and safety of every member of our community while providing the highest quality education for our students.

This decision allows for our community to come back to in-person learning and activities in a way that protects our health and safety, while also providing more face-to-face instruction and student support services, which are vital to students' long-term success.

Additional factors include:

- The Governor's vaccination mandate applies to all staff and faculty at Green River College, regardless of whether an employee is working remotely or working on campus.
- College students are largely in the age demographic with the highest rate of COVID-19 cases and the lowest rate of vaccination for those over the age of 18.
- New variants (such as the Delta/Omicron variant) are more dangerous, with higher transmission rates, including among young people. This means the virus can rapidly spread through campuses with high numbers of unvaccinated individuals.
- Local, state, and national public health agencies support vaccinations as the primary tool for preventing COVID-19 and ending the pandemic.
- Vaccinations are widely available and free.
- Green River is committed to providing high-quality educational experiences for students, which includes providing access to on-campus resources and learning opportunities.
- We recognize that many individuals in our community experience uncertainty and distrust of a historically inequitable health care system. We also recognize that BIPOC individuals who contract COVID-19 have a higher incidence of severe disease and death, and we believe that vaccinations are the best way to counter that risk.

COVID continues to be a serious public health threat and all three vaccines currently in use in the United States have proven to be highly safe and effective, are free, and are readily available. A list of vaccination sites and available appointments are found here: <https://vaccinelocator.doh.wa.gov>.

### **Winter Quarter 2022 Vaccination Protocols**

Green River College believes vaccination is the best way to protect the health and safety of our campus community and strongly encourages all members of the Gator community- students, staff and faculty- to get vaccinated as soon as possible to protect the health and safety of all.

All students must attest and verify their vaccination status, have an approved medical or religious exemption, or submit a quarterly online-only declaration. The deadline for the Student Vaccination Attestation or Exemption Request for the Winter quarter is December 20th. Students and employee data can be viewed on the website. Students who are in face-to-face courses after January 7<sup>th</sup> and have not complied with GRC protocols and policy will be dropped from courses.

Students have two options:

**1. Student Vaccination Attestation or Exemption Request**

or

**2. Online-Only Declaration**

- a. The **Online-Only Declaration** is for students who do not wish to share their vaccination status AND are exclusively online and declare not coming to campus for classes or support services. This declaration must be submitted on a quarterly basis depending on quarterly modalities.

## **Student Vaccination Attestation or Exemption Request**

### **Two Step Attestation and Verification Process**

3. Attest or request an exemption\* in their ctcLink account
  - b. ctcLink Student Homepage > Immunization Attestation > COVID-19 Vaccination Attestation <https://myaccount.ctclink.us/>
  - c. [How to add vaccination attestation or request an exemption in ctcLink - Green River College](#)
4. Verify their vaccination info at a zoom or in-person meeting
  - d. [In Person and Zoom Lobby Stations for Student Vaccination Attestations and Verifications - Gator News - Green River College](#)
  - e. ctcLink ID
  - f. Photo ID or Student ID
  - g. Vaccine Card or Alternative documents ready
  - h. A phone or computer with a camera and microphone

\*Students who request an exemption, will receive a follow up email with the next steps

### **Online-Only Declaration**

<https://www.surveymonkey.com/r/HLKB83V>

**Online-only students who do not come to campus, out-of-state or outside the US:** Online students who never come to campus for classes, support services, activities, or appointments and do not wish to share their vaccination status must submit a quarterly online-only declaration using the link above.

Students who would like to register for in-person or hybrid classes or receive on-campus services for the winter quarter or future quarters, must complete the two steps attestation

and verification process. GRC encourages all students, who are vaccinated, to complete these steps before coming to classes starting January 3, 2022.

Failure to complete this requirement will result in academic holds, changes in class modalities, and/or administrative withdrawal. Misrepresentation and/or falsification violates the Student Code of Conduct and will be subject to a judicial review.

[Student Code of Conduct - Green River College](#)

## **Dashboard Data on Vaccination and Exemption Status**

Information can be found at [Vaccination Dashboard - Green River College](#)

## **Student Vaccination Status Exemption Process**

Student Vaccination Exemptions (Medical or Religious)\*

- a. Log into your ctcLink Student Homepage
  - i. [ctcLink - Sign In](#)
  - ii. Request a religious or medical exemption > Immunization Attestation > COVID-19 Vaccination Attestation
- b. GRC Staff will review the request and follow up with the student
  - iii. Students will need to be prepared to show or provide documentation during the review process
- c. Students are notified on their next steps if any are needed.
  - iv. Staff may request additional supporting documentations
- d. Approval or Denial Letter is email
  - v. Approval Letter is sent including individualized accommodations for each student
  - vi. Notifications to faculty of accommodations will be sent from SA staff
  - vii. Denial Letter is sent including the next step
- e. Student Falsification or misrepresentation of the medical or religious is a violation of the Student Code of Conduct and will follow the Student Judicial Affairs process
  - viii. [Student Code of Conduct - Green River College](#)
- f. GRC strongly encourages students with an approved exemption to remain in virtual classrooms and utilize virtual support services

[\\*9.2 Student Immunization Attestation | 9.2 Student Home Page | ctcLink Reference Center](#)

Student Vaccination Exemptions (Online-Only)\*

- g. Submit an Online-Only Declaration
  - ix. <https://www.surveymonkey.com/r/HLKB83V>
  - x. Online-only students who do not come to campus, out-of-state or outside the US: Online students who never come to campus for classes, support services, activities, or appointments. Please submit this online-only declaration using the link.

- xi. Online-Only declaration are to be submitted on a quarterly basis.
- h. GRC crosschecks student status and reviews the request
  - xii. Approval Letter is emailed to student
  - xiii. Denial Letter is emailed to student with next steps
- i. Student Falsification or misrepresentation of the medical or religious is a violation of the Student Code of Conduct and will follow the Student Judicial Affairs process
  - xiv. [Student Code of Conduct - Green River College](#)
- j. GRC strongly encourages students with an approved exemption to remain in virtual classrooms and utilize virtual support services

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

- ***Classroom spaces (non-labs and including lecture halls) will have the following:***
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Signage for physical distancing and PPE usage
- ***Classroom spaces (computer labs) will have the following:***
  - Touchless hand sanitizer stands or wall mounts
  - Sanitizer wipes
  - Possibly closing off every other computer station if needed for physical distancing when necessary
  - Signage for physical distancing and PPE usage
- ***Classroom spaces (science labs) will have the following:***
  - 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, plexiglass dividers for shared tables
    - Large round tables
    - Rectangle tables
  - Signage for usage/expectations on shared tables
- ***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 Recommendations:**

- Personal face shields as added protections with masks 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

#### **Additional Information:**

- Custodial staff will check on/refill stock daily
- QR codes on signage
- Signage types:
  - Reminders for users to clean their workstation before/after use in classrooms/labs
  - Physical distancing and PPE usage

### **Student/Employee 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 5 days (about 1 and a half weeks) 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/employees who test positive for COVID-19 will be required to remain in isolation for at least 5 days to return to the general student population. Campus Corner Apartment (CCA) students will be given an opportunity to isolate themselves on campus or go home for the duration of the isolation period. [What to do after a COVID-19 test - King County](#)

CCA students will be provided with a separate isolation area on campus to allow 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 5 days and monitor their symptoms. 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 3-6 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 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 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, College Relations, Benefits Services 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 are to:

- Communicate with newly diagnosed campus community members to obtain their contacts.
  - Collect and record information.
  - Update systems and notify Benefits Services 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 in academic studies and to make accommodation 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.

## **Steps for Contact Tracing**

1. If an employee tests positive, they should follow CDC guidelines and take steps to ensure their safety and the people around them

(<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). View Public Health — Seattle & King County's [How long to stay at home when sick guide](#).

2. The employee should contact the Director of Benefits Services (Sheryl Gordon) at (253)288-3434 and share that they have received a positive Covid-19 test. Be prepared by having the date the symptoms started, when you were tested, and who you may have had close contact with while on Green River College's campus. The Director of Benefits Services will go over what close contact means and how long you will need to quarantine before returning to campus.

3. Contact your supervisor and let them know you tested positive and that you have already reached out to The Director of Benefits Services.

4. Continue following CDC guidelines as outlined above in protocol #1.

5. The Director of Benefits Services will reach out to any employees that the infected employee had close contact with and instruct them on the proper protocols regarding following CDC guidelines and their return to GRC's campus. The Director of Benefits Services will continue any secondary contract tracing with any employee in contact with these contacts to the extent possible.

## **Changes to isolation recommendations for people who test positive for COVID-19:**

On Monday 12/27, CDC made some [changes to recommendations](#) for isolation for people with COVID-19. Also see [What to do after a COVID-19 test - King County](#)

## **For all people who test positive, regardless of vaccination status, CDC shortened the recommended time for isolation from 10 days to five days.**

- If you have no symptoms, or your symptoms are improving after five days, you can leave your house. If you have a fever, stay home until your fever goes away.

- You should continue to wear a high-quality, well-fitting mask around others for five additional days.
- High-quality and well-fitting masks are essential and are described [here](#).

According to the CDC, they are making this change because data demonstrate that the majority of COVID transmission occurs early in the course of illness. CDC states that most transmission occurs in the 1-2 days prior to onset of symptoms and the 2-3 days after onset of symptoms.

### **Changes to CDC’s quarantine recommendations for people exposed to COVID-19: [COVID-19 Quarantine and Isolation | CDC](#)**

#### **New guidance for people who are NOT up-to-date with their vaccinations and booster**

Not “up-to-date” includes people who are unvaccinated or not fully vaccinated; people who completed the primary series of Pfizer or Moderna more than six months ago but have not been boosted; or people who received a Johnson & Johnson vaccine more than two months ago and have not been boosted.

If you are not up-to-date with vaccinations and boosters, after exposure to someone with COVID-19:

- Stay home for five days;
- **Test on Day 5.** It’s very important to test on Day 5 **if possible**.
- If you test negative at day five you can leave your home but must continue to wear a high-quality, well-fitting mask around others for five additional days; and
- If you can’t quarantine you must wear a high-quality, well-fitting mask for 5 days.

#### **New guidance for people who ARE up-to-date with vaccinations and boosters**

Up-to-date includes people **who have received their booster shot** or received the second Pfizer or Moderna vaccine fewer than six months ago or a single Johnson & Johnson vaccine fewer than 2 months ago.

With cases at an all-time high in King County, it is critical that each of us do what we can to minimize exposure and spread. Layer your protection strategies by:

- Getting vaccinated or boosted when eligible
- Avoiding large gatherings and crowded indoor spaces
- [Wearing a high-quality and well-fitting mask](#) indoors in public places
- Getting tested prior to gathering with others. Testing the day of the gathering is best.
- Optimizing [indoor air quality and ventilation](#).

## **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 Usage:** Students and employees must wear a mask that covers their nose and mouth to prevent the spread of COVID-19. The campus strongly encourages kn95 and n95 masks for the best defense against COVID-19 Omicron. 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 in any outdoor location on campus (including walking to and from class).

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

### **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, masks, 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.

Updated Facilities plan and protocols can be found at [GRC-Covid-Cleaning-Revision-3.pdf \(greenriver.edu\)](#)

### **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 mask. 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 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 disinfect these areas on an as-needed basis.

Common Areas Disinfection of public 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.

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 students 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 to provide training regarding the following norms:

- Masks will be required. It is strongly encouraged to wear kn95 or n95 masks for the best protection.
- 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.

### **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.

### **Instruction**

## LECTURE CLASSES

### **Best Practice Strategies for Classroom Attendance**

#### **Prior to Class:**

1. **Faculty, staff, and students will be expected to stay home if they feel sick or have been in close contact with a confirmed positive Covid-19 case.**
  - If a student is ill/absent for a long period of time, see section What to do if students might be ill/absent for a long period of time which shares a menu of options

#### **Students Entering the Classroom:**

1. Students will attest daily prior to entering the classroom.
2. On a voluntary basis, faculty may ask students to see their **daily** attestation email
3. PPE for faculty, staff, and students:
  - Faculty, staff, and students should bring their own face masks. Disposable masks are available at most building entry points. It is strongly encouraged to use kn95 and n95 masks.
  - Faculty, staff, and students should use hand sanitizer prior to entry.
4. Signage is in the classrooms. If signage is needed for work areas, it may be requested.
5. If a student reports feeling sick or has been in close contact with a confirmed positive case, they will need to [follow protocols](#).

#### **Classroom Expectations:**

1. Under the most recent Governor's Proclamation for "fully vaccinated" college, **there is no longer a requirement for social distancing**. As of Winter 2021, 3 ft. social distancing is strongly encouraged` at GRC, where possible.
2. Consumption of food and/or beverage in the classroom should be **minimized**. **Masks should be worn between sips and bites**. NOTE: [Instruction Policy IN-3](#)
3. Students should remain in their designated area unless entering or exiting the classroom or directed otherwise.
4. If COVID symptoms develop during the time on site, the individual will be sent home immediately and should be tested. The faculty member will notify Campus Safety, the relevant division chair, and the dean. If the individual is positive for COVID, they will be contacted by Campus Safety for contact tracing and quarantine protocols before returning to the classroom. The dean and faculty are notified by Campus Safety when the individual is able to return to the classroom. Notification to Campus Safety will be done by student, faculty, division chair, dean, or supervisor. Campus Safety will notify the appropriate areas for follow-up and cleaning.
5. Failure to comply with hygiene protocols, health screening or reporting guidelines will result in the individual being sent home and refer to the Judicial Office.

#### **Students and Faculty Exiting the Classroom:**

1. Faculty, staff, and students should maintain social distancing protocols when exiting the classroom.

### **Temporarily Leaving the Classroom:**

1. If anyone must leave the classroom for any reason during the scheduled class, they must continue to wear a mask and use hand sanitizer.
2. Upon re-entering the classroom, students will be required to follow the entrance guidelines above, ensuring proper hygiene and use of PPE.

### **Confirmed Positive COVID-19 Cases:**

1. Faculty and staff contact the Director of Benefits at x6622 to self-report if they have tested positive for COVID-19.
2. Students contact Campus Safety at x3350 to self-report if they have tested positive for COVID-19.
3. If a student, faculty, or staff is confirmed to have COVID-19 infection, Green River College will do contact tracing to inform fellow students, faculty, and staff of their possible exposure to COVID-19 but will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Green River College will instruct those notified how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
4. Also see the [COVID-19 Student FAQ](#) for procedures.

### **Sanitation and Cleanliness:**

1. Soap, running water, and hand sanitizer will be abundantly provided by Facilities in buildings for frequent hand washing. Disinfectants will be available throughout the building and cleaning supplies will be frequently replenished. Faculty, staff, and students will be encouraged to use hand sanitizer before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
2. Required hygiene practices will be posted in prominent locations and include:
  - Not to touch the face with unwashed hands or with gloves
  - Washing hands often with soap and water for at least 20 seconds
  - Use of hand sanitizer with at least 60% alcohol
  - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs
  - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC
3. If a student, faculty, or staff reports feeling sick and goes home, the area where that person worked will be disinfected.

### **LAB SETTINGS: Guidelines may vary by department/division**

#### **Student Preparation:**

1. **Faculty, staff, and students will be expected to stay home if they feel sick or have been in close contact with a confirmed positive Covid-19 case.**
2. If a student is ill/absent for a long period of time, see section [What to do if students might be ill/absent for a long period of time](#) which shares a menu of options.
3. Students are encouraged to bring their own mask. If a student does not have a mask, one will be provided. All other required PPE including gloves, gowns, face



shields, goggles, etc. will be provided for student use based on the level of participation and proximity to others required.

4. If needed, students may store personal items in the classroom at assigned locations where items can be removed after completing/exiting lab and before a new group of students enters.

### **Student Admission to Lab:**

1. The lab will have a designated, clearly marked entrance and exit.
2. Students will attest daily prior to entering the lab.
3. Students, faculty and staff will don the appropriate PPE depending on the proximity to others that the lab activity requires.
  - Where needed, eye protection/face shields and cloth/kn95 or n95 masks will be provided that will be washed at the end of the lab session following CDC guidelines
  - Disposable gloves will be provided
  - PPE must be donned for skills requiring close contact (<3 ft.) with other participants. This may include face shield, gloves, masks, and gowns. Barrier devices will also be used. Reusable gowns will be washed after each use.
4. If a student, faculty, or staff reports feeling sick or has been in close contact with a confirmed positive case, they will not be permitted in lab. If a student, faculty or staff reports a sick family member at home with COVID-19, that individual will be sent home and must follow the isolation/quarantine requirements as established by the Washington State Department of Health.
5. If symptoms develop during the time on site, the individual will be sent home immediately. That individual will not be permitted to return until they have been evaluated by a healthcare provider.
6. Failure to comply health screening or reporting guidelines will result in the individual being sent home.

### **Lab Preparation and Set-Up:**

1. Students should be assigned to a workstation where possible; seating charts are encouraged.
2. Effort should be made so that workstations have all required materials available to minimize student traffic in the lab areas.
3. Cleaning materials will be available at all workstations. All stations must be thoroughly cleaned prior to leaving the assigned area. Faculty will be responsible for ensuring proper sanitation of equipment between students, and students may participate in the sanitation.
4. The largest spaces will be prioritized such that students can be socially distanced whenever possible.

### **Students Exiting the Lab:**

- The designated lab exit will have a staging area designated for students to remove and dispose of any additional PPE. Reusable gowns and eye protection will be placed in marked receptacles for sanitation.
- Students should always wash their hands for a minimum of 20 seconds following DOH/CDC guidelines.
- After washing hands, students will exit the lab.

### **Breaks/Meals or Temporarily Leaving the Lab:**

1. If a student must leave the lab area for any reason during the lab, they will be required to dispose of PPE and wash their hands before exiting the room.
2. Upon re-entrance to the lab students will be required to follow the entrance guidelines above, ensuring proper hand hygiene and PPE.
3. Cleaning materials will be available for student utilization in bathroom or other required facilities.
4. Breaks can be taken in individual student designated areas (encourage 6 ft distancing) or students can go through exit/entrance procedures detailed above and go outside (encouraged for snack/meal breaks).

### **Sanitation and Cleanliness:**

1. Soap and running water will be provided for frequent hand washing. Students, faculty and staff will be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating, and after coughing, sneezing or blowing their nose.
  - When running water is not available, alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can be used but are not considered a replacement for handwashing.
4. Required hygiene practices will be posted in prominent locations and include:
  - Not to touch the face with unwashed hands or with gloves
  - Washing hands often with soap and water for at least 20 seconds
  - Use of hand sanitizer with at least 60% alcohol
  - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs
  - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC
2. Disinfectants will be available throughout the location and cleaning supplies will be frequently replenished.
3. Prior to the start of lab, during lab, and at the conclusion of lab, all students, faculty and staff will use disinfectant wipes, EPA registered household disinfectant or approved bleach solution (bleach only used if other options are not available) to wipe down surfaces and reusable equipment that may have been used or will be shared in the next session.
4. If a student, faculty or staff reports feeling sick and goes home, the area where that person worked will be disinfected.

### **Community Based Clinicals:**

Students who have clinical rotation components of their program can do so under the following conditions:

- Green River College, the student and the employer/clinical partner are all comfortable with their ability to provide a safe working/learning environment.

- Students will be required to monitor themselves for symptoms daily during their clinical rotations.
- The student will operate under and be subject to the COVID-19 plan in place at the clinical site while participating in clinical experiences, including all agreements and PPE and immunization requirements.

### **Possible Language to include in syllabus (as it relates to COVID protocols)**

- Green River College requires students, staff, and faculty who attend courses, or who participate in other operations or activities in person, to be fully vaccinated against COVID-19, subject to any medical exemptions required by law and any religious exemptions.
  - Online students who never come to campus for classes, support services, activities, or appointments are NOT required to submit a vaccination verification status and/or request an exemption at this time. However, students who need to come to campus in the future to access services or because the classroom mode of instruction has changed to hybrid or in-person will be required to complete the vaccination verification status and/or exemption process. Monitoring of online student status will be checked by Student Affairs.
- Masks must be worn both indoors and outdoors on the GRC campus.
- If an extended absence is possible, students are required to communicate with their instructor at the beginning of the absence and periodically during the absence if possible.

### **What do I say to my class each day about masks and classroom management of a student who does not wear a mask**

- State the GRC mask mandate applies to all students and employees on campus.
- Ask all students to wear a mask.
  - If a student doesn't have a mask, give them one
  - If they refuse to wear a mask, tell them that they cannot stay and must leave the classroom
  - If a student does not comply, on main campus call Campus Safety at extension 3350 to come to your classroom or office. While waiting for Safety, give the class a break until the situation is resolved
  - Report to Director of Judicial Affairs, Godfrey Drake at x3397, [gdrake@greenriver.edu](mailto:gdrake@greenriver.edu) and/or through Teams
- The following signs can be downloaded and printed to use in your offices, classrooms or other purposes. [COVID & Return to Campus Signage](#)

### **Procedures in the classroom especially as it relates to accommodations**

- Starting Winter 2022, faculty will be notified of Student Accommodations by Student Affairs
  - Accommodation notifications will be supplied for classes meeting in person.
    - A faculty member will not receive a list if they do not have students in their class that have been granted accommodations (individual reasonable accommodations per each student)

- Classroom furniture can be arranged to allow accommodations for students with exemptions and/or students who are vaccinated and prefer to distance.
  - **For example:**
    - Every-other-seat spacing between students. Extra chairs may be moved to the side of the classroom in classrooms where extra chairs are not removed.
    - Request a bigger room.
    - Place signs reminding individuals to socially distance in the classroom.
    - Work with the student – for other alternatives.
- Continue to **follow procedures for social distancing/best practices strategies** for lecture classes, labs and clinical placements.
- For contact tracing, strongly encourage seat assignments in the classroom.

### **Process to change modality depending on number/percentage of exempted students**

- There are many reasons why a faculty member may need to change the modality of their class at any given time. Faculty should follow the usual protocol of working with their division chair and dean to make these changes and notify students of the change.

### **When meeting with students in an individual office**

When possible, meetings are encouraged to be done remotely (i.e. Zoom or Teams)

- If a meeting must occur in person, using a larger space such as a conference room or a classroom is recommended.
- If a meeting must occur in a faculty office, social distancing is required.
- Both faculty and students are required to wear face masks and might consider wearing face shields.

### **What to do if students might be ill/absent for a long period of time**

- If an extended absence happens, students are required to communicate with their instructor at the beginning of the absence and periodically during the absence if at all possible.
- Work with students as you usually would when they are absent.
- If a student is absent for a length of time:
  - The instructor can set up the option to have student(s) attend through Zoom
    - Request equipment from Media Services
    - Instructional Classrooms with AV equipment permanently installed:
      - SC 101, 134, 136, 137, 244,
      - CH 101, 109, 116, 120, 309,
      - ZWC 104,105,
      - TC 106, 110, 112, 108,
      - SH 155, 350,
      - EC13,
      - AC250, 310, 330, 350,370.

- Work with the Dean and/or Division Chair on other options, such as:
  - Working with the student independently or allow the student to work independently on remaining course requirements
  - Transferring to an online section if able to complete the work remotely and a viable section exist
  - Assigning an Incomplete, if appropriate
  - Independent study, if appropriate (please note that this may or may not work for student needs)
  - [Withdrawal as an option](#)

### **Inside buildings on campus**

- Face masks (kn95/n95 strongly encouraged) are required inside buildings on campus and apply to all individuals including students, employees, visitors, volunteers, contractors, service providers, vendors, and suppliers.
  - All must wear a mask regardless of vaccination status.
  - All individuals over the age of 5 years must wear a mask. Children ages 2-4 may wear a mask under close adult supervision.

### **Outdoors on campus:**

- Face masks are required on campus when outdoors.

### **Elevators**

- Encourage awareness of the number of people in the elevator and consider waiting for the next elevator or taking the stairs.
- When you are not able to avoid a crowded elevator, please ensure your mask covers your nose and mouth and fits against the side of your face to provide protection.

### **Restrooms**

- Maintain social distancing as possible in restrooms

### **Non-classroom Space Protocol Monitoring and Safety**

- The library and other non-classroom spaces have clear signage detailing expectations.
- Staff in shared areas (such as the library) monitor compliance as much as possible. There is increased patrolling and "spot checks" by Safety officers.
- Student Affairs are working on:
  - Peer wellness checkers to assist in monitoring.
  - Video messaging and panel presentations being worked on by the Student Government and Phi Theta Kappa.
  - Better signage with QR codes outside doors and in classrooms.
- Leveraging student leadership groups and peer-to-peer communication, and incentivizing good practices such as being able to enter your proof of daily health attestation in a raffle.

### **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 the 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 on 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 seating and occupancy limits, mandatory 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 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 areas for students needing services while on campus in large open area (like Cascade Hall in Student Affairs and Success Center).

#### **Reopening face-to-face/hybrid face-to-face from January 3 (some programs), January 18 (some CTE programs), February 7th for all instructional programs and courses that offer a face-to-face component as well as support services.**

As we monitor the increase in COVID cases and anticipate learning more about the Omicron variant, Green River College is continuing to act consistently with the latest public health guidance.

The criteria used in determining program, course, and support services face-to-face or virtual are data and other factors from the King County Health Department, campus data, and state-wide information. The information is triangulated to make safety recommendations for campus employees, students, and community members.

The King County Health Department data can be found at [COVID-19 Data Dashboard :: Washington State Department of Health](#)

Green River data and communications can be found at [Covid-19 \(Coronavirus\) Resources and Information - Green River College](#)

Campus leaders are also mindful of the short time between holiday gatherings and travel/quarantine protocols and the start of winter quarter on January 3, so here are modifications to Winter 2022 updated and reflected in the institutional plan:

- **January 3rd to January 18th most classes will be held online some CTE programs will be face-to-face January 18th – February 7th.** Clinical instruction and certain CTE/Trades will still meet in person with additional PPE and safety protocols as needed. February 7th all Face to

Face and Hybrid Face to Face courses will begin meeting. Support Services will be open Monday and Thursdays by appointment.

Instructional Deans will work with instructors to provide guidance to those students whose classes will be in person during the first four weeks of the quarter and continue to offer flexibility to students to account for coronavirus-related disruptions.

- **Most campus offices/student support services will be online/virtual January 3rd to February 7th.** Most campus offices/student support services will be face-to-face beginning February 7<sup>th</sup> Mondays and Thursdays.

The shift to virtual classes from January 3rd- February 7th will help minimize potential disruptions from the Omicron variant and provide additional time for community members to receive their vaccinations/ booster prior to returning to in-person classes.

Areas that must be on campus to serve students and do administrative tasks during the four weeks of the quarter should work with your managers so we know who is here and can provide the best safety measures. Some areas of the College with permission will be open to support enrollment and retention of students and meet community needs. If necessary to be on campus, please consider wearing kn95 or n95 masks, social distancing a minimum of 3 ft., and staggering when people are in the office to prevent the shutdown of offices.

Quarantine time for all individuals testing positive will be 5 days.

We are committed to a return to in-person education and services and look forward to that happening on February 7th.

As the Emergency Operations Center (EOC) continues to monitor the pandemic and health officials' recommendations, we will continue to reassess winter quarter campus operations.

- Reopening for Face-to-Face Student meetings by appointment in Services & Departments beginning February 7th will be two days a week:
  - o Monday 8:00am – 5:00pm
  - o Thursday 8:00am – 5:00pm
  - o Services will be delivered on an 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:**

- **Which logistics can be worked out together -- that is, what can we identify in terms of processes, expectations, etc. that are important to have 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 using separate janitorial contracts
  - All branch locations will have one daily, mid-day disinfection; scheduled according to building/class schedules.
- **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
    - Recreation Athletics Center (RAC)
      - M-TH, 11am - 7pm
  - o Career, Advising, and Completion Center
  - o Cashiering
  - o Conference Services
  - o Disability Support Services
  - o Financial Aid
  - o Gator Grill (SU)
    - modified hours till Feb 7<sup>th</sup>; M-TH, 11am-1:30pm
    - After Feb 7<sup>th</sup>; M-TH, 7:30am-2:30pm
  - o Daily Grind (SU)
    - After Feb 7<sup>th</sup>; M-TH, 7:30am-2:30pm
  - o Get Wired Espresso Stand (TC)
    - After Feb 7<sup>th</sup>; M-TH, 7:30am-12:30pm
  - o Gator Pantry service
  - o Judicial Affairs
  - o Office of the Registrar
  - o Paper Tree Bookstore
    - M-F, 8am – 3:00pm
  - o Office of Diversity, Equity, and Inclusion
  - o Running Start
  - o Student Life

- o S.U (Student Union). Information Desk
- o TRiO Student Support Services
- o Veteran Services
- o Violence Prevention Center
- International Programs **(M & Th, 9:00am – 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
    - 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 the 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: **(M - F, 8:00am - 5:00pm)**
  - o Employee IT Support Helpdesk – Virtual Assistance
  - o Employee IT Customer Support in person and by appointment
  - o Student IT Support Helpdesk -Virtual Assistance Lobby Support **(M-TH 8:00- 7:00pm, F 8:00-5:00pm)**
  - o HL (IC) Student IT Support Helpdesk – In person support **(M-TH 8AM to 6PM, then Fridays 9AM to 2PM)**
- College Advancement **(M & Th, 8:00am-5:00pm)**
- Institutional Effectiveness **(M & Th, 9:00am-5:00pm)**
- Business Office **(due to construction, hours are by appointment only)**
  - o Purchasing
  - o Payroll

- o Accounting
- o Benefits
- o Travel

### **Event Vaccination Protocol**

#### **Events & Meetings for only members of the Green River College Community**

- For the purposes of this definition, Green River College Community will be defined as Students, Faculty, Staff, Board of Trustees, and any other person who falls under the vaccination mandate and has verified as vaccinated or been granted an exemption from that mandate.

Events & Meetings that will only have members of the pre-defined Green River College Community **will not** be required to check vaccination status of participants.

#### **Events & Meetings for public and may also include members of the Green River College Community.**

- For the purposes of this definition, Green River College Community will be defined as Students, Faculty, Staff, Board of Trustees, and any other person who falls under the vaccination mandate and has verified as vaccinated or been granted an exemption from that mandate.

Events & Meetings that will be open to the public and may also include members of the Green River College Community **will** be required to check vaccination status of participants.

- All attendees will need to show proof of vaccination, or a negative Covid-19 test within the last 72 hours (about 3 days).

All Events & Meetings will be required to **check proof of daily attestation** of participants and follow the current Covid-19 guidelines as set by the college and outlined in the Reopening of Green River College of plan.

- Currently that plan includes:
  - o Mandatory Face Mask Wearing for all at all times
  - o Frequently Washing of Hands

It will be the **responsibility of the Event & Meeting host** to check for proof of attestation and to make sure all attendees follow the GRC safety procedures.

## APPENDIX A

### 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 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 facility 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.