



# COVID-19 PREPAREDNESS AND RESPONSE PLAN

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## COVID-19 PREPAREDNESS AND RESPONSE PLAN

West Shore Community College (the College) takes the health and safety of all individuals seriously. Reopening the College will be done in phases with a focus on the safety of students, community members, and employees, and the Reopening Plan will be followed. The College is committed to reducing the risk of exposure to COVID-19 and is ready to provide a healthy and safe workplace for employees, students, and the general public.

This plan is based on information and guidance from the Centers for Disease Control (CDC) and the Michigan Occupational Health and Safety Administration (MIOHSA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, MIOHSA, and other public officials at the federal, state, or local levels.

### COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

The College has designated the following staff as its COVID-19 Workplace Coordinators. At least one Workplace Coordinator should be on campus during hours the college is open. An on-site employee may be designated to perform the coordinator's role.

- Debbie Campbell, Director of Human Resources, [djcampbell@westshore.edu](mailto:djcampbell@westshore.edu), 843-5819
- Crystal Young, Executive Director of College Relations, [cyoung2@westshore.edu](mailto:cyoung2@westshore.edu), 843-5803
- Debbie Hintz, Director of Information Technology, [dhintz@westshore.edu](mailto:dhintz@westshore.edu), 843-5850
- Cheryl Hogan, Director of Procurement and Auxiliary Services, [clhogan@westshore.edu](mailto:clhogan@westshore.edu), 843-5864
- Dr. Mark Kinney, Vice President of Academics and Student Services, [mkinney@westshore.edu](mailto:mkinney@westshore.edu), 843-5923
- Mike Moore, Director of Facilities and Recreational Services, [mamoore@westshore.edu](mailto:mamoore@westshore.edu), 843-5900
- Steve Sparling, Director of Institutional Research, [ssparling@westshore.edu](mailto:ssparling@westshore.edu), 843-5824
- Scott Ward, President, [scward@westshore.edu](mailto:scward@westshore.edu), 843-5802

Coordinator responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into the workplace and the Reopening Plan
- training employees on control practices, proper use of personal protective equipment, the steps employees must take to notify the College of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements.
- required record keeping including employee training, self-screening protocol, confirmed cases of COVID-19 and notifications made.

## RESPONSIBILITIES OF COLLEGE SUPERVISORS

All College supervisors must be familiar with this Plan and the Reopening Plan and be ready to answer questions from employees. Additionally, the College expects that all supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Supervisors must encourage this same behavior from all employees.

## RESPONSIBILITIES OF EMPLOYEES

Employees are asked to help with prevention efforts while at work. The College, understands that in order to minimize the impact of COVID-19 on campus, everyone needs to contribute. The College has instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, the College requires employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their supervisor or contact Human Resources (843-5819). To report unsafe work conditions, contact Human Resources immediately.

## OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

One of these symptoms:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult their healthcare provider. Similarly, if non-vaccinated employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- A person who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR WEST SHORE COMMUNITY COLLEGE

### Basic Infection Prevention Measures on Campus:

- Employees are educated on workplace infection-control practices, screening procedures, the proper use of PPE, how COVID-19 is transmitted from person to person, symptoms, and available vaccinations for COVID-19.
- Promote regular washing of hands with soap and water for at least 20 seconds. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Ensure that adequate supplies of soap and hand sanitizer are maintained and dispensers placed in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting.
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.
- Employees must immediately notify Company of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19 by informing their supervisor, Human Resources, and/or the COVID-19 safety coordinators.
- Employees must immediately notify Company of any unsafe working conditions by informing their supervisor, Human Resources, and/or the COVID-19 safety coordinators.
- Employees must comply with screening processes and any isolation/quarantine orders.
- Information is posted throughout the campus educating individuals on ways to reduce the spread of COVID-19
- Physical barriers between College employees and students/public will be considered in high volume areas (i.e. shielding at the front desk areas).
- The College will provide masks to students and the general public if needed to enter campus.

## Masks and Social Distancing Requirements

Fully vaccinated employees are not required to wear face coverings or social distance.

Employees are considered “fully vaccinated” when at least two weeks have passed after receiving the final dose of an FDA-approved or FDA-authorized COVID-19 vaccine.

Employees who are not fully vaccinated must comply with the following safeguards:

- Remain at least six feet from other individuals to the maximum extent feasible while on Company premises; and
- Wear a face covering when unable to consistently maintain six feet of separation from other individuals indoors.
  - The College provides, at a minimum, non-medical grade face coverings to employees who are not fully vaccinated.

## Engineering Controls

The College will implement the following engineering controls:

- Use of high-efficiency air filters.
- Maintaining sufficient ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

## Supplemental Measures Upon Notification of Employee’s COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the workplace.

In response to a confirmed diagnosis by any individual who worked at or visited the workplace, the College:

- Informs all employees, contractors, or suppliers who may have come into contact with the diagnosed individual in the 48 hours preceding the onset of symptoms of a potential exposure;
  - Notification is made within 24 hours of a confirmed case of COVID-19;
- Keeps confidential the identity of the diagnosed individual; and
- Implements response plan and cleaning and disinfecting protocols, and conducts a deep cleaning of both the diagnosed individual’s workstation and those common areas potentially infected by the individual.

All employees who are not fully vaccinated and who had close contact with the diagnosed individual in the 48-hour timeframe are also removed from the worksite for 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report onsite until all return-to-work requirements are met, defined below.

Human Resources maintains documentation related to exposure notifications for at least six months from the date of generation.

Human Resources completes an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.” If an employee infects a

coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

## Identification and Isolation of Sick and/or Exposed Employees

### Daily Screening/Employees' Self-Monitoring

Employees are asked the following yes/no questions before entering the workplace:

- In the past 24 hours, have you had ONE or more of the following not explained by a known medical or physical condition? **A.** Subjective Fever (felt feverish) and/or have a known temp of 100.4 or higher, **B.** Shortness of breath, **C.** Uncontrolled cough
- In the past 24 hours, have you had TWO or more of the following not explained by a known medical or physical condition? **A.** Abdominal pain, **B.** Diarrhea, **C.** Loss of taste or smell, **D.** Muscle aches, **E.** Severe headache, **F.** Sore throat, **G.** Vomiting
- In the past 14 days, have you had close contact with an individual diagnosed with COVID-19, or who is atypically suffering from the above symptoms of COVID-19? *Note: If you answer yes but are vaccinated, you will not need to quarantine and remain off campus unless symptoms develop.*
- Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?
- Are you under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)?

If an employee answers “yes” to any of the above (*see note on question 3*), you will not be permitted access to the premises. Please self-isolate at home, notify Human Resources, and contact your primary care physician for direction.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

### Return to Work Requirements

Employees who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the symptom-based strategy, and/or the determination of a health care provider.

Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications;
- Improvement in symptoms; and
- At least 10 days have passed since symptoms first appeared (more severe cases will require additional time;

An employee who came into close contact with an individual with a confirmed diagnosis may return to work after 14 days have passed since the last close contact with the diagnosed individual.

Fully vaccinated employees are not required to quarantine after close contact with a confirmed case of COVID-19, unless symptoms develop.

#### Other considerations:

- Employees are reminded about the employee assistance program (EAP) resources and community resources as needed.
  - EAP at <https://wscclifeworks.com/feed>
  - County Health Department at <https://www.dhd10.org/> or 845-7381
  - Health Insurance telehealth at <https://myhealth.spectrumhealth.org/login>

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of College employees, students, and visitors remains the top priority. The College recognizes that all individuals are responsible for preventing the spread of COVID-19 and reducing the potential risk of exposure to our workforce. As the COVID-19 outbreak continues to evolve and spread, the College is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.

**APPENDIX A**  
**EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

A mobile screening site is available at <http://shorturl.at/aidhp> that will help you check for COVID-19 symptoms as currently outlined by Health Department guidelines. Based on your self-reported answers, the mobile site will determine if you are currently clear of symptoms. Please take this survey before entering a building on campus.

**If unable to use the mobile site, please answer the following questions:**

1. In the past 24 hours, have you had ONE or more of the following not explained by a known medical or physical condition? **A.** Subjective Fever (felt feverish) and/or have a known temp of 100.4 or higher, **B.** Shortness of breath, **C.** Uncontrolled cough:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

2. In the past 24 hours, have you had TWO or more of the following not explained by a known medical or physical condition? **A.** Abdominal pain, **B.** Diarrhea, **C.** Loss of taste or smell, **D.** Muscle aches, **E.** Severe headache, **F.** Sore throat, **G.** Vomiting:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

3. In the past 14 days, have you had close contact with an individual diagnosed with COVID-19? Note: If you answer yes but are vaccinated, you will not need to quarantine and remain off campus.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

4. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

5. Are you under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If you answer “yes” to any of the above (see note on question 3), you will not be permitted access to the premises. Please self-isolate at home, notify Human Resources, and contact your primary care physician for direction.

**If no to all of the above (exception of note in #3), please proceed to enter the workplace premises.**

**APPENDIX B**  
**OTHER RESOURCES**

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

State of Michigan/Michigan Department of Health and Human Services Epidemic Orders  
[Coronavirus - Coronavirus \(michigan.gov\)](http://www.michigan.gov/coronavirus)

Helpful CDC Guidance:  
[Workplaces and Businesses | COVID-19 | CDC](https://www.cdc.gov/workplacesandbusinesses/covid-19/)

CDC Handwashing Fact Sheet:  
[Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About. \(Print-only\) \(cdc.gov\)](https://www.cdc.gov/media/releases/2020/s0401-handwashing.html)

CDC Fact Sheet and Poster on Preventing the Spread of Germs:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC Fact Sheet on What to Do if You Are Sick:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>