Introduction

In order to respond to the current state of emergency related to the COVID-19 and to comply with relevant state and local orders related to the COVID-19, St. Clair County Community College has developed the following COVID-19 Preparedness and Response Plan (Plan) consistent with the recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (OSHA). The purpose of the plan is to provide guidance to help identify risk levels in the workplace settings and to determine any appropriate control measures to implement. The Plan may be updated as the COVID-19 related orders are issued or amended. The guidelines and expectations set forth in this Plan have been developed in line with scientific recommendations from the Centers for Disease Control (CDC). They also ensure that the College is complying with federal, state, and local health regulations and orders. Our primary goal is to promote the well-being of College employees, students, and campus visitors, while continuing to provide the education that will be even more critical as our community returns to work.

The guidelines and expectations outlined in this plan are in place until further notice and will be updated as necessary.

About COVID-19

COVID-19 is a highly infectious disease that is spread from person to person through particles produced when an infected person exhales, talks, vocalizes, sneezes, or coughs. COVID-19 may also be transmitted when people touch a contaminated object and then touch their eyes, nose or mouth, although that is less common. COVID-19 is highly transmissible and can be spread by people who have no symptoms and who do not know they are infected. Particles containing the virus can travel more than 6 feet, especially indoors. The CDC estimates that over fifty percent of the recent spread of the virus is from individuals with no symptoms at the time of spread.

More information on COVID-19 is available from the Centers for Disease Control and Prevention.

Levels of Risk Assessment

The College’s Vice President of Human Resources and the Chief Operations Officer will review all operations of the College and determine the level of risk associated with each operation. The COVID-19 Team will review best practices and recommendations from OSHA, the CDC, the State of Michigan (MI), and the St. Clair County Health Department (SCCHD) and will implement policies and practices at the College accordingly.
The Campus Patrol team and Physical Plant supervisors have been designated as the College’s designee to monitor COVID-19 control strategies on campus. They will provide feedback to the COVID-19 management team who will further assess the need for adjustments to this plan.

Screening

Symptom pre-screening is required before entering buildings. Employees, students, and guests are to check with their supervisor or the SC4 website for the current process. Screening protocols will be updated as needed to ensure the College is complying with local, state, and federal requirements. This requirement will be dependent on the level of COVID-19 spread in the local community. Direction from the CDC, state government, and the St. Clair County Health Department may also affect the level and types of screening.

Contingency Plan (if outbreak)

The College will follow orders, guidelines, and recommendations from the State of Michigan, the CDC, and the SCCHD if a resurgence of the Covid-19 virus occurs. In the case of an outbreak, the College’s COVID Team will meet to consider methods of moving in-person instructional operations to remote delivery as feasible. The CAO will work with faculty teaching in-person courses to finalize a plan. Contingency plan considerations may include staggering of work shifts, delivering services remotely, conducting essential in-person operations with a reduced workforce, and other exposure-reducing measures.

Basic Infection Prevention Measures

Individuals who have or likely have COVID-19 should be isolated in accordance to CDC guidelines and direction from a healthcare provider and are prohibited from accessing campus buildings. Individuals should quarantine if they have been exposed to COVID-19 in accordance to CDC guidelines and direction from a healthcare provider and are prohibited from accessing campus buildings.

Personal Responsibilities for Good Hygiene

In order to minimize the risk of transmitting COVID-19, individuals on campus are encouraged to use personal protective equipment and follow good personal hygiene practices both on and off campus.

Face Masks

Face masks are required – all employees, students, and guests are required to wear face masks on campus.
Hand washing

Individuals on campus are instructed to wash their hands frequently and thoroughly. Employees, students and other visitors to campus are provided with access to places to wash their hands with soap and water. Alcohol-based hand sanitizer is available in public spaces for additional infection prevention measures. Signs regarding proper hand washing methods are posted in all bathrooms.

Don’t touch your face

Individuals on campus are encouraged to not touch their faces to minimize the spread of COVID-19.

Stay home if sick

Employees, students, and guests are encouraged to stay home if they are sick or are experiencing any symptoms.

Go home if you start feeling sick or start having symptoms

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, students, guests, and others. Individuals on campus are encouraged to go home if they start feeling sick or start experiencing any symptoms. If the individual does not have transportation, a location will be provided on campus to quarantine until they can arrange transportation and leave campus. Notification will be placed on the door of the room to restrict entrance and proper cleaning and disinfecting protocols will be followed when the room is vacated. Additionally, individuals are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Individuals who cannot pass current screening protocols are prohibited from entering campus buildings. Employees should contact their supervisors and students should contact their instructor should they need to leave campus due to illness.

Disinfect personal workspace

Employees are required to disinfect their personal high-touch surfaces and area at least twice per workday. Contact Purchasing department for campus disinfecting supplies.

Respiratory etiquette

Employees, students, and guests are encouraged to cover their nose and mouth when they sneeze or cough. Tissues and trash receptacles are available in public spaces for additional infection prevention measures.
Remote Work

The College encourages employees to work from home whenever possible. Please view the Temporary COVID Remote Work Policy for information relating to remote work expectations, securing information, safeguarding equipment, and other important details. Employees are encouraged to suggest other services that may be provided virtually.

Do not share equipment or supplies

The College discourages sharing of equipment (offices, desks, computers, phones, tools) whenever possible.

Flexible and protected workspaces

Work schedules may be staggered for individuals required to work on campus to comply with office social distancing recommendations. Safety measures will be implemented in workspaces, including, but not limited to PPE (such as face shields, masks, and gloves) and workspace redesign where in person services are required. Employees should work with their supervisor to discuss flexible schedule and workspace options.

No contact deliveries

Employees are encouraged to keep deliveries to a minimum and to use contact free delivery methods whenever possible.

Regular housekeeping

The College will maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the College will use products with EPA-approved emerging viral pathogens which are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Cleaning staff will follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Confirmed Cases

The College is prohibited from retaliating against employees or students who stay home or leave work or a class as the result of a COVID-19 diagnosis.

The College is also committed to providing support to students to assist them with completion of their educational programs and to providing support and accommodations within the scope of the law to employees whenever feasible.
Upon notification of a positive COVID-19 diagnosis from an employee’s health care provider or upon notice that a student in a classroom has tested positive for COVID-19, the following steps must be taken:

1. If the employee or student tests positive for COVID-19; the student or employee must contact Campus Patrol at (810) 989-5757 or extension 5757 to inform the College of the diagnosis and report locations on campus they have accessed within the last 48 hours.

2. Campus Patrol will immediately share this information with the Vice President of Human Resources.

3. A member of the Human Resources team will notify the St. Clair County Health Department.

4. The St. Clair County Health Department has authority over reported cases and will direct the College’s response. The College will cooperate and assist the Health Department as requested. The Health Department’s directions, which may include no additional action, individual quarantine, class modification, monitoring, or other actions will be based on each specific situation and cannot be predetermined.

5. Human Resources will follow all health department directives and take all appropriate measures to ensure the health and safety of those on campus including, but not limited to scheduling of deep cleaning of campus facilities, notification of individuals possibly exposed, and campus announcements.

Classrooms

1. Social distancing will be implemented according to up-to-date health guidelines and in combination with other measures.

2. Masks are required when on campus in all spaces including but not limited to classrooms. Cloth masks will be provided to employees.

3. Face shields may be required in addition to face masks in some classrooms. If required, shields will be provided. A face shield (in addition to a mask) is required for faculty when working next to a student. Face shields will be disinfected by the employee. Disinfectants will be provided for on-campus disinfection.

4. Classrooms will be modified or arranged to ensure social distancing measures are in place. Rooms will be disinfected frequently by physical plant employees.

5. Equipment and tools are not to be shared. Procedures for disinfecting classroom equipment and tools will be developed in each discipline in collaboration with the Chief Academic Officer.

6. Classes may be scheduled in unconventional rooms (cafeteria, theater, library, etc.) to facilitate social distancing. Audio-visual technology will be added as needed to these rooms.

7. Windows may be opened and classes may meet outside when feasible.

8. Additional technology may be implemented to facilitate social distancing on campus.

9. Discipline-specific measures may be implemented as needs dictate.
10. Student dismissal from class should be staggered to reduce congestion at the doorway and to facilitate social distancing in halls.

11. Seating charts and daily attendance records are recommended to facilitate health department follow-up if an illness is reported.

12. Inclusion and accommodation of all students is expected when alternatives are implemented.

13. Campus rules related to COVID-19 will be enforced in the same manner as other campus rules (ask to comply, if no compliance ask to leave and report to Student Services). Enforcement of rules must be unbiased and reasonable. Any student compliance issues are to be reported to Student Services.

**Housing**

The College has developed a COVID-19 plan for housing that follows the social distancing, personal hygiene, reporting suspected or confirmed COVID-19 cases, and cleaning practices based on orders, recommendations, and guidelines from the State of Michigan, the CDC, and the SCCHD.

**Athletics**

The College will follow guidelines and recommendations form the State of Michigan, the CDC, the SCCHD, and NJCAA for athletic programs and events.

**Workplace Controls**

**Engineering controls**

To make the campus environment safer and to slow the spread of the virus, the College is increasing the frequency of additional disinfecting of high-traffic areas and high-touch surfaces. Dedicated entrances and exits to each building and stairs have been designated with signs to reduce congestion and maintain social distancing. HVAC filters have been changed and systems have been checked to promote clean air exchange. Windows may be opened to allow fresh air when feasible. Additional hand sanitizer stations have been installed. Buildings will only be open when needed and access has been restricted to those who need to be there to minimize potential exposure. Additional signage has been posted to remind visitors of guidelines. Everyone, including vendors, students, and guests are expected to follow posted guidelines.

In addition, the college has closed and/or limited access to certain common areas on campus where employees and/or students are likely to congregate and interact. Barriers have also been installed on campus in an effort to maintain social distancing when possible.
Administrative controls

Stay Home if Sick

Employees who are sick or are experiencing symptoms are encouraged to stay at home.

Minimize Contacts

Employees are encouraged to meet virtually, even if attendees are on campus. The College encourages continuing to provide services using remote methods and requests that employees think about other services that might be provided remotely. Employees are also encouraged to stay six feet or more apart and to avoid crowds.

Discontinue Unnecessary Travel

The College has restricted college-related travel. Only essential off-campus travel is allowed and must be pre-approved.

General Housekeeping

The College has installed additional hand sanitizer dispensers on campus. The College will ensure ample placement of trash receptacles on campus for proper disposal of personal hygiene items such as used gloves, tissues or disposable masks.

Training and education

The College has developed training modules for employees to complete on topics such as Returning to Work on Campus. Training may occur in person or remotely.

Training on PPE use

Employees required to use PPE (such as face shields, masks, or gloves) will be trained on proper use and the techniques for properly putting on and removing, cleaning, storing, and disposing of PPE.

Masks

To slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others employees, students, and guests are required to wear face coverings on campus. The College is prepared to provide a cloth face mask to any employee in need of one. Contact Campus Patrol upon return to campus to obtain one. Face coverings must be worn on campus.
Face Shields and other PPE

The College will supply additional PPE, such as face shields and gloves, to those employees who are required to work in an area or on a task that cannot be completed through social distancing. Face shields are required for employees when social distancing is not feasible.

Existing OSHA Standards

Existing OSHA standards such as blood-borne pathogens, are to be followed. This plan supplements existing safety standards.

Unsafe work conditions

The College is committed to maintaining a safe work environment for all employees. If an employee becomes aware of an unsafe work condition, they should contact their supervisor immediately to share their concerns.

If the employee’s concerns are not resolved by working with their supervisor, the employee should report their concerns to Human Resources.

Campus Health Clinic

The College, collaborating with the St. Clair County Health Department, will have a Campus Health Clinic in Main Building 211. The purpose of establishing a health clinic on campus is to provide easy access to quality health care for all students, as well as employees, including addressing health questions and providing services such as free flu shots and vaccines.

Accommodations

If an employee or student needs additional considerations or accommodations during this time

Employees: Contact Vice President of Human Resources Bethany Mayea at blmayea@sc4.edu

Students: Contact Vice President of Student Services Pete Lacey at placey@sc4.edu

Retaliation

The College is prohibited from retaliating or discriminating against employees or students who stay home, leave work or a class as the result of a COVID-19 diagnosis, report unsafe work conditions, or wearing their own personal protective equipment.
The College is committed to providing support to students to assist them with completion of their educational programs and to providing support and accommodations within the scope of the law to employees whenever feasible. The college will follow all Health Department directives and take all appropriate measures to safeguard the health and safety of those on campus.

**More Information**

- Contact your supervisor. They may have additional guidelines and work plans for your work area.
- Contact Human Resources for accommodations and other work-related issues.
- Contact the Campus Health Clinic operated by the St. Clair County Health Department in Main Building 211.
- Check the St. Clair County Health Department website at [www.scchealth.co](http://www.scchealth.co)
- Check the Portal for updates to these guidelines and expectations.