Return to Campus

Clackamas Community College

Revised 7/16/2020

Education That Works | Clackamas Community College

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Introduction

Returning to Campus

Over the next several weeks and months, as our communities stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, Clackamas Community College (CCC) will slowly and carefully begin to bring students, faculty, staff and visitors back onto our campuses.

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

Preparing for a New Campus Environment

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

Social distancing

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

Increased sanitization

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

Behavioral signage

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

Personal Protective Equipment (PPE) and hygiene

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

Consistent communication

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

Health monitoring and contact tracing

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

General Information

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

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

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

Social Distancing

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

Determining Modified Capacity

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

See Appendix 2 for an explanation of occupancy calculation.

MODIFIED OCCUPANCY

Maximum of 8 people in this area at a time

By order of CCC College Safety

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Accomplishing 6' of Separation

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

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

Individual seats
- Alternate desks (checkerboard); disable the use of alternate desks; or remove alternate desks altogether as needed to maintain 6' social distance
- Add desks to spaces previously used for group activities (convert training/meeting rooms, eating areas and the like into desk areas)
- Increase space between desks
- Add panels between desks including height appropriate panels for sit/stand desks
- Specify seat assignments for employees to ensure minimum work distances
- Review sharing ratios if new sanitization protocols are introduced

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

When 6 Feet Isn't Possible

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

Standardizing Circulation

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

1. Stay right in hallways and when ascending or descending stairs.

2. Elevators will be single occupancy.

3. When utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic circle) unless otherwise indicated by a particular building layout.

Remote Work and Learning

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

CCC will provide reasonable accommodations (instruction/telework) for students and employees who are at higher risk for severe illness from COVID-19, including those with any of the following characteristics:
- People 65 years and older
- People with chronic lung disease (other than mild asthma)
- People who have serious heart conditions
- People who are immunocompromised
- People with obesity (body mass index, BMI, of 30 or higher;
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease; and
- Any other medical conditions identified by OHA, CDC or a licensed health provider.

Emergency Evacuation
Building evacuation during a fire alarm or other emergency situation is of particular concern because it is difficult to maintain social distancing while evacuating. Until further notice, College Safety will not schedule Emergency Evacuation drills except where explicitly required by the Fire Code.

Increased Sanitation: A Shared Responsibility

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

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

provided in these areas so occupants can do their part to prevent surface transmission of pathogens.

Sanitation Procedures and Safety

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

Reducing Commonly Touched Surfaces

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

Behavioral Signage and Markings

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

The need for signage is determined as part of the Return to Campus planning process for each Department.

IMPORTANT: Building occupants should not apply tape, markings, or signage on their own; all such work must be coordinated through the Marketing and Communications Department.

Personal Protective Equipment (PPE) and Hygiene

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

Masks and Face Coverings

CCC requires all students, employees, and visitors to wear face coverings at all times while in public (including all buildings), in shared spaces and where social distancing is difficult to maintain, unless impractical due to a physical impairment or disability. Please note the following general guidance regarding use of face coverings, surgical masks, and N95 respirators:

Face covering required

My mask protects you. Your mask protects me.

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- A **cloth face covering** is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.
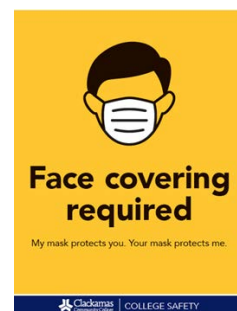
- A **disposable surgical mask** is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by other individuals as a temporary measure when cloth face coverings are not available.
- An **N95 respirator** is a device evaluated, tested and approved to reduce the wearer's exposure to fine particles. An N95 respirator is tight fitting and must be fit-tested. N95 respirators are not appropriate or necessary for most employees and should be reserved for health care workers and emergency responders in contact with individuals who are ill and are also needed by facilities maintenance personnel while performing specific tasks that generate fine dust.
- Optional clear face shield for students, faculty and staff.

Distribution of Masks and Face Coverings

PPE procurement and distribution for all departments and all campuses is coordinated through College Safety.
- Disposable face coverings for **employees** are distributed by College Safety to departments that request them. Employees needing a face covering should request one from their supervisor.
- **Students** may obtain disposable face coverings by contacting the Associated Student Government office or College Safety.
- **Visitors** to CCC campuses should bring their own face coverings or obtain disposable face coverings from College Safety.

All students and employees who utilize reusable cloth masks are encouraged to wash them daily.

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

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

Good Personal Hygiene

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

Consistent Communication

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

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

See "Preparing the Community" below for additional information.

Health Monitoring

When students, faculty, and staff return to our campuses they will be required to monitor their own health daily and attest each day that they have no signs or symptoms of COVID-19 before coming to campus. **Employees may not come to campus if sick and must immediately report their illness to their supervisor. Students likewise may not come to campus if ill and should report their illness to their instructors.**
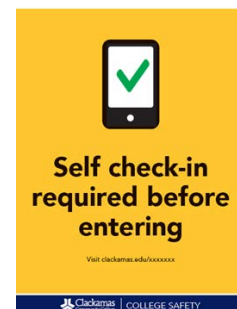
Any person who starts to feel sick while on campus should immediately notify their instructor or supervisor and immediately go home.

Students, faculty, staff or visitors who develop or report primary COVID-19 symptoms:
- Should seek medical care and COVID-19 testing from their health provider or local public health authority.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine and other symptoms are improving.
- If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at home until 72 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at home until 72 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- Any student, faculty, staff or visitor known to have been exposed to COVID-19 within the preceding 14 days should stay home and follow instructions from local public health authority.

See Appendix 3 for Daily Self-Health checklist.

Additional health screening (temperature check, etc.) may be required by departments due to regulatory requirements or difficulty in maintaining social distancing.

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

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

Preparing Clackamas Community College

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

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

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

Community Outreach

CCC College Relations and Marketing is preparing a community outreach plan that will keep our students, faculty, staff, and other stakeholders informed as we prepare to reopen the campus. Targeted messaging will keep community members informed about topics such as:
- When they will return to campus and how that will be communicated
- What's being done to prepare the campus and keep everyone healthy
- What's expected of them in terms of social distancing, hygiene, PPE use
- How to properly use, clean or dispose of PPE
- What will be done to keep the campus safe (hygiene, wellness monitoring, etc.)
- What will happen when we have a positive COVID-19 case in the campus community

The outreach plan will also emphasize:
- Everyone's shared responsibilities to make social distancing work
- Be diligent about use of face coverings, hand washing, etc. (including regular washing of reusable cloth masks, if applicable)
- Daily self-monitoring of wellness before coming to campus
- The importance of not coming to campus if sick

Change Management

The campus our students, faculty and staff return to will likely look and feel very different than what they remember. Ensuring our students, faculty and staff understand what the campus will be like upon return is critical.
- CCC will provide training for students, faculty and staff both before and after returning to campus. Training will include up-to-date information provided on the College's website, video training in proper social distancing, personal hygiene and proper use of PPE and on-campus signage.

Compliance and Enforcement

Students, faculty, staff and visitors are all equally responsible for compliance with provisions of the Return to Campus Plan. The health and wellbeing of the College community is dependent

on the cooperation of each individual. In a case of non-compliance, individual(s) may be referred to Human Resources or Student Conduct as appropriate.

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

Preparing Individual Buildings

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

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

1. Using the Return to Campus Safety Plan (see Appendix 1), conduct a room-by-room survey of their facilities, making note of steps that are needed for each type of space based on the form.

2. List the COVID-19 Modified Capacity for each common room/area (see Appendix 2.) Record this information by room number on the form.

3. Make a note of all modifications needed on the form. Be sure to note what's specifically needed in terms of furniture moves, signage, one-way traffic, and other modifications as indicated in this plan.

4. Work with Custodial Services to determine daily cleaning needs once the building reopens and record these on the form.

5. Dean(s) responsible for the department will approve the completed plan documents, and forward them to College Safety & Campus Services for approval.

Plans reviewed and approved by College Safety & Campus Services will be forwarded to the Executive Team for final approval.

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

Cleaning, Disinfecting, and Supplies

As part of preparing each building for reopening:
- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy. Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.

- Ensure cleaning equipment and tools are in working condition.
- Have cleaning staff review and complete refresher training on general cleaning and site-specific protocols. Train cleaners on proper disinfecting guidelines.
- Determine areas that require thorough cleaning due to heavy usage such as event centers, gyms/locker rooms, conference rooms, and restrooms.
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on.
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to.

Building Core Infrastructure Inspection

Although none of our buildings have been shut down completely during the governor's stay-at-home order, many have been unoccupied for an extended period of time. Accordingly, Campus Services will review the proper function of the following systems:
- Mechanical systems
- Water systems
- Chilled/condenser water: open/closed loops
- Water features
- Conveyances
- Potable water: flush faucets
- Fire life safety systems
- Ensure open site drains are inspected and traps are primed

Campus Services is also reviewing pertinent standards to determine optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because there are significant differences in HVAC age and design from one campus building to another, there is no single configuration that can be used campus-wide.

Building Entry/Reception

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

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

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

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

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

Stairs, Elevators, and Hallways

Elevators represent a particularly challenging area to establish social distancing. Most campus elevators will need to be single occupancy while social distancing measures are in effect.

Methods for managing the use of elevators will include the following:
- Social distancing queue management for waiting passengers
- Instructional signage displaying healthy elevator use protocols, including passenger limits and safe distances in the carriage
- Review elevator cleaning processes, and updates to ensure on-going cleaning of high touch surfaces like elevator panels/buttons

Many stair towers are too narrow to provide a full 6' of social distancing:
- Post signs directing people to keep right when as they go up or down
- Provide hand sanitizer stations near the top and bottom of staircases

For hallways, emphasize maintaining social distancing as people pass each other:
- Use striped floor tape, directional arrows, and signage to divide hallways into travel lanes
- For hallways too narrow to accommodate two-way traffic, consider one-way traffic following a counterclockwise circulation

Common Areas / Amenities

Consider guidelines and recommendations that promote safety and guide building occupants in common and amenity areas:
- Provide hand sanitizer in each common area or nearby hallway
- Remove or redistribute furniture to ensure 6' social distancing
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe social distancing; consider the need for one-way traffic flow (see above)
- Explain new rules or protocols for common areas

Meeting Rooms

Consider the need to reduce the number of in-person meetings when possible and prepare meeting rooms as follows:
- Remove meeting room seating as needed to ensure at 6' social distancing

- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own
- Provide a spray bottle of cleaning solution and disposable wipes; require those using the room to wipe down contact surfaces before and after every meeting

Events

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

- Require fixed setup to ensure minimal contact of furniture by multiple people.

- Provide hand sanitizing stations at entrances and exits

- Provide cleaning wipes for media cart and require each user to wipe keyboard and other touchable surfaces before and after each use.

- Provide larger spaces for groups depending on expected number of participants, ensuring 6' distance between each person.

Individual workspaces (i.e. private office)

Employees with individual offices should generally take responsibility for disinfecting their desk surface, keyboard, telephone and other items. Consideration should be given to the following:
- Minimize objects on the desktop to facilitate regular disinfecting
- Remove or tape off visitor chairs if office size is not sufficient to provide minimum social distancing
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices; meetings should be held via videoconference or in a designated meeting room with sufficient space to maintain 6' social distancing

Shared workspaces (i.e. open offices)

Shared/open workspaces present particular challenges, especially when desks are shared by multiple individuals. Such practices should best be avoided by converting meeting rooms or common areas to shared workspaces with socially distanced desks. Additionally:
- Furniture should be removed or redistributed to ensure 6' of social distancing
- Workers should be required to sanitize all surfaces upon arrival at their seat and before departing for the day
- Provide hand sanitizer and disinfecting wipes within each shared workspace

Classrooms

Classroom capacity must be significantly reduced to accomplish 6' of social distancing. Consider the following needs:

- Remove/redistribute seating to facilitate social distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- For fixed seating, mark seats not to be occupied per social distancing
- Install hand sanitizer station in hallways outside classrooms
- Install disinfecting wipe dispenser at front of classroom
- Require faculty to wipe down lectern, etc. at start and end of every class
- Require students to wipe down seats, desks or work areas at the start and end of every class

Laboratories

The needs of every laboratory space are unique and department staff must develop specific plans for each lab to accomplish 6' social distancing while preventing contamination. Consider the following needs:

- Install hand sanitizer station in hallways outside labs
- Install disinfecting wipe dispenser in lab
- Rearrange equipment (where possible) to encourage social distancing
- Consider the need to stagger worker schedules so as to minimize the number of people working in the lab at any one time
- For teaching labs, space students out along benches to maintain 6' of separation; consider the distance between students working across the bench from one another if applicable.

Food Service Areas

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

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

Fitness and Athletic Facilities

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

- Clearly signpost queuing areas
- Require use of face masks in fitness facilities
- Rearrange equipment (where possible) to encourage social distancing (use colored tape and signage to block off equipment that cannot be used without violating social distancing)
- Prohibit all activities that require close contact such as "spotting"

Shipping and Receiving Areas

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

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

Bathrooms / Locker Rooms

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

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

Returning to Campus

Our community's return to campus will be a gradual one, and we don't yet know what the fall 2020 term will look like. It bears repeating that a well thought-out community outreach program

aimed at building occupants should prepare them for what to expect when they arrive and help to alleviate anxiety.

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

Commuting, Transportation, Vehicles

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

Suggestions for public transport might include:
- Avoiding overcrowded public transportation
- Wearing face masks and other PPE
- Maintaining safe distance from other passengers
- Using hand sanitizer when entering and exiting
- Wiping surfaces with disinfecting wipes prior to touching them

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

Arrival Experience

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

Signage or posters
- Remind staff how to stay safe and keep others safe in the workplace by maintaining social distancing, following new occupancy guidelines, hand washing reminders, using virtual collaboration tools rather than meeting rooms and so forth

Hygiene

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

Respiratory etiquette
- Encourage covering coughs and sneezes
- Turn away from others when coughing or sneezing

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

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

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

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

For shared spaces (computer labs, workplaces, etc.) consider:
- Posting guidelines for desk and equipment sharing, disinfecting, and use
- Removing shared keyboards and mice, and distribute personal peripherals to mobile workers

Develop new practices on meal preparation areas, which may include some temporary measures such as:
- Encourage occupants to bring food and beverage items from home and manage them individually
- Minimize touchpoints by removing coffee pots and the like
- Eliminate open food items
- Provide prepackaged items in containers
- Increase frequency of cleaning appliances such as refrigerators and microwaves
- Consider installing physical barriers, such as clear plastic sneeze guards

New Campus Operations

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

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

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

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

Ongoing Support

In addition to the recommendations outlined in "Preparing the Community," our students, faculty, and staff will need ongoing communication and training, especially during onboarding of new staff or orientation for visitors to the College. Consider:
- Training on emergency procedures, good hygiene, and proper use of PPE
- Training materials on CCC website
- Posters, signage, and displays related to learnings about new practices

Appendix 1: Return to Campus Safety Plan Worksheet

Using the CCC Return to Campus Plan:

1. Determine what outside entrances/exits will be used and mark them on the floor plan.

    a. Oregon City building maps

    b. Harmony building maps

    c. Wilsonville building map

2. List modified occupancies for each department common space/room in the building and record on a floor plan or Return to Campus Safety form (see Appendix 2).

3. Determine what furniture will need to be reconfigured or removed to achieve 6' of distance between occupants.

4. Determine if any hallways need to be one way.

5. Mark floor plans with locations for each type of signage (see Appendix 4), floor markings, etc., and record number of each sign type on spreadsheet.

6. Mark floor plans with locations for hand sanitizer dispensers and disinfecting wipes.

7. Work with custodial staff to determine daily housekeeping requirements and record on spreadsheet.

8. Walk through the building with the Return to Campus Safety form and a set of floor plans, making sure every requirement is addressed for each type of space.

RETURN TO CAMPUS PLAN

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

The following planning & approval process will be utilized by department Deans prior to the reopening of a facility. Department Deans are encouraged to select a team that includes those most knowledgeable about the department's programs, operations, facilities and needs.

The below questions are designed to help you develop a comprehensive safety plan for your program. Not all questions may pertain to your particular program. For example – Question "*Is this program in a high demand field with an immediate or projected need in our region for graduates through the end of the fall term?",* probably would not apply to most general education courses, but may apply to an Emergency Medical Technician program. If the question does not pertain to your particular program, please enter N/A.

Completed safety plans need to have the department dean's signature and then sent to Tom Sonoff, Director of College Safety. *Should you need assistance with completing your safety plan, also contact Tom Sonoff.*

Please completely review the **"*Clackamas Community College Return to Campus Plan*"** and complete the following:

Area/Course Section to Reopen:	
Building Name and Room Number(s):	**Date/time/duration requested to reopen:**
Is the course(s) part of a program in a high demand field with an immediate or projected need in our region for graduates/completers between today through the end of fall term? *Please site your source(s).*	
Is a certification required to enter the workforce in your area? If so, are the certification exams available for students at this time? Are there face-to-face requirements that must be met by a regulatory board? Are there national standards or guidelines that must be met in a face-to-face environment?	
What is your plan for shifting to distance education if needed?	
Select College Area ☐ Academic ☐ Student Services ☐ Athletics ☐ Community Use ☐ Other _____	
Briefly describe the need for the reopening of this area:	
Based on the Return to Campus Plan, how will you provide social distancing, PPE and other protective measures:	
How has occupancy been calculated for this space?	
What needs do you have outside of your basic services (including amount)? 1. 2. 3. 4.	
What services will be required due to this opening? 1. 2. 3. 4.	

What additional expenses do you estimate are needed to implement your plan?
Additional comments:

Approval Signatures:	
Approval Signatures: **X.**_____ Dean Approval	**X.**_____ Scheduling Office Approval
X._____ Campus Services Approval	**X.**_____ College Safety Approval
X._____ Executive Team Approval	
Additional comments in regards to approval:	

**Please attach additional documentation to review if needed

Appendix 2: COVID Modified Occupancy

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

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

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

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

Building Entry/Reception

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

Stairs, Elevators, and Hallways

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

Common Areas/Amenities

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

Meeting Rooms

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

Individual workspaces (i.e., private office)

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

Shared workspaces (i.e., open office)

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

Classrooms, Lecture Halls, Auditoriums

COVID-19 Modified Occupancy for classrooms and lecture halls is based on the number of seats that can realistically be used while keeping learners 6 feet apart, plus the instructor. **For lecture halls with fixed, auditorium style seating**, the typical configuration is that every other row must be kept empty and in the occupied rows only two out of every three seats may be used. An alternative is to use every row but stagger the seats to achieve 6 feet of space

diagonally. In either case, the resulting number of useable seats plus the instructor is the Modified Occupancy and "unusable" seats must be so marked. **For classrooms and lecture halls with moveable seating and/or tables**, excess seating is removed until only enough seats remain to achieve the required social distancing. The resulting number of seats plus the instructor is the Modified Occupancy and excess seats and tables must be removed and stored. *Rough guideline: Fixed seating 20-30%; flexible seating 30-40% of normal capacity.*

Laboratories

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

Food Service Areas

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

Fitness and Athletic Facilities

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

Shipping and Receiving Areas

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

Bathrooms

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

Appendix 3: Daily Self-Health Checklist

Daily monitoring of one's health and well-being prior to coming to campus can aid in early detection of infectious disease and is an effective measure to prevent community spread of COVID-19. In our ongoing effort to protect the CCC community, we have established a new practice: All students and employees must review a COVID-19 Daily Self-Health Checklist before coming to campus. If you know of a visitor coming to campus, please ask them to also review the COVID-19 Daily Self-Health Checklist.

The checklist has eleven questions, and **if you answer YES to any of the questions**, you **MUST STAY HOME,** notify your instructors or supervisor and contact your medical provider for further health-related instructions. In addition, if you start feeling sick while on campus, you should notify your instructor or supervisor and **GO HOME**. It is important to note that this is not a change in procedure. The College continues to emphasize that all students and employees who are feeling ill, whether it is related to COVID-19 or not, should stay home for their well-being and the well-being of the College community.

We are grateful to our students, faculty and staff for all that you're doing to keep CCC and our community strong during this unprecedented time.

COVID-19 DAILY SELF-HEALTH CHECKLIST

Please review this COVID-19 Daily Self-Health Checklist each day before reporting to work. If you reply **YES** to any of the questions below, **STAY HOME** and follow the steps below:

- • **Step 1:** Notify your instructors or supervisor and
- • **Step 2:** Contact your health provider for further health-related instructions

If you start feeling sick during your shift, follow steps 1 and 2 above.

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?

Do you have any of the following?

Loss of smell/taste	☐**Yes** ☐**No**		Muscle aches	☐**Yes** ☐**No**
Chills	☐**Yes** ☐**No**		Sore throat	☐**Yes** ☐**No**
Cough	☐**Yes** ☐**No**		Shortness of breath	☐**Yes** ☐**No**
Headache	☐**Yes** ☐**No**			

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?   ☐**Yes** ☐**No**

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or been placed on quarantine for possible contact with COVID-19? ☐**Yes** ☐**No**

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official? ☐**Yes** ☐**No**

Appendix 4: Available Signage

MODIFIED OCCUPANCY
Maximum of **8** people in this area at a time
By order of CCC College Safety
Clackamas Community College | COLLEGE SAFETY

Self check-in required before entering
Visit clackamas.edu/xxxxxxx
Clackamas Community College | COLLEGE SAFETY

Maintain social distancing
We stand together, 6 feet apart
Clackamas Community College | COLLEGE SAFETY

Keep right on stairs
Clackamas Community College | COLLEGE SAFETY

Keep right in hallway
Remember to stay 6 feet apart
Clackamas Community College | COLLEGE SAFETY

Elevator single occupant only
Clackamas Community College | COLLEGE SAFETY

Wash hands for 20 seconds
Sing "Happy Birthday" two times
Clackamas Community College | COLLEGE SAFETY

Wipe down surfaces before and after meeting
Clackamas Community College | COLLEGE SAFETY

Face covering required
My mask protects you. Your mask protects me.
Clackamas Community College | COLLEGE SAFETY

Please wait here for assistance
Clackamas Community College | COLLEGE SAFETY

Please ring bell and wait here for assistance

Clackamas Community College | COLLEGE SAFETY

All deliveries to loading dock

Do not use main entrance for mail and packages

Clackamas Community College | COLLEGE SAFETY

One-way traffic enter here

Remember to stay 6 feet apart

Clackamas Community College | COLLEGE SAFETY

One-way traffic do not enter

Except in case of emergency

Clackamas Community College | COLLEGE SAFETY

Exit only

Please use other door

Clackamas Community College | COLLEGE SAFETY

Enter here

Face coverings required

Clackamas Community College | COLLEGE SAFETY

Entrance closed

Emergency exit only

Clackamas Community College | COLLEGE SAFETY

Emergency exit only

Please do not open this door to let others in

Clackamas Community College | COLLEGE SAFETY