

Alpena Community College COVID-19 Preparedness and Response Plan

Purpose

It is the goal of Alpena Community College to provide a safe and healthy work environment for our entire staff, students, and the community. In pursuit of this, the following Preparedness and Response Plan has been developed to eliminate or minimize occupational exposure to COVID-19 in accordance with Center for Disease Control (CDC), Michigan Department of Health and Human Services (MDHHS), Occupational Safety and Health Administration (OSHA), and the District Health Department 4 (DHD4).

This plan requires cooperation and effort from each member of the Alpena Community College community. Your support of this plan is greatly appreciated so that we can all remain safe and healthy together.

Phased Reopening

It is anticipated that the Alpena Community College campus and buildings will be reopened in a phased format that will allow employees, students, and visitors to return in a controlled and safe manner as allowed by State officials. The following is a summary of the phased reopening plan as it is currently expected to occur. Modifications to the plan and additional phases will occur as deemed necessary or based upon guidance from State officials.

Phase 1 – Only essential employees will be on campus. Doors are locked to the public and no students or visitors will be allowed on campus without proper administrative approval and written communication to the Director of Facilities Management.

Phase 2 – Some non-essential employees return to work. Doors will remain locked and closed to the public and visitors. Limited in-person training courses may be held with proper administrative approval and written communication to the Director of Facilities Management.

Phase 3 – Some face-to-face business with visitors and students may occur. Public access to buildings will be limited by reduced hours of operation, appointment only access, single point of building entry, or other administrative controls to minimize COVID-19 exposure risk.

Risk Exposure Level

The Occupational Safety and Health Administration publication OSHA 3990-03 classifies worker exposure risk based upon necessary work tasks and the nature of the work environment.

Low Risk - Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium Risk - Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Very High Risk or High Risk - Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 such as doctors, healthcare support staff, medical transport workers, and mortuary workers. There are no work tasks at Alpena Community College that are identified in the High or Very High risk exposure categories.

Personal Protective Equipment (PPE)

Employees that are required to conduct in-person business where a safe working distance of greater than six feet cannot be maintained and where a sneeze guard is not installed must wear a face covering. Employees are encouraged to bring their own face covering in an effort to conserve limited supplies, however, face masks are available to employees upon request. The masks are available at the Facilities Department office.

Exposure Control Plan – Phase 1 (Low Exposure Risk)

- **All Alpena Community College employees shall conform to frequent hand washing.**
 - Hand hashing is the most effective method of preventing the spread of COVID-19.
 - Proper hand washing is more effective than hand sanitizer.
 - Avoid touching your eyes, nose, face or mouth with unwashed hands.
 - Refrain from using other employees' computers, desks, and phones.
 - Signage regarding proper hand washing protocol will remain posted in common areas and bathrooms.

- **All Alpena Community College employees shall practice social distancing.**
 - Keeping six feet between people as much as possible.
 - Workstations will be staffed to allow for maximum distancing.
 - Working from home is encouraged when possible (as determined by supervisor).
 - Office doors should remain closed and locked to prevent close contact with other employees.
 - All College business must be conducted in a contactless manner to the maximum extent possible (i.e. telecom, video conferencing, interoffice mail, drop box, etc.).
 - Signage reminding employees of social distancing requirements will remain posted.

- **All Alpena Community College employees shall perform the following self-monitoring checks prior to reporting to work each day.**
 - Click the link to access the form: [ACC Daily Screening Form for Building Use.](#)
 - If you answer yes to any of the screening questions, do not report to work and contact your supervisor.
 - Signage regarding the recommendation to stay home when feeling sick will remain posted.

- **All Alpena Community College buildings will remain locked and closed to the public.**
 - Doors shall not be propped open or unlocked without appropriate administrative approval.

- Visitors and students shall not be allowed on campus without the appropriate administrative approval.
- Requests for student/visitor access must include a written exposure risk plan specific to the request.
- All students and visitors must bring and wear a face mask. The College will not supply face coverings to students or visitors.
- **All Alpena Community College employees shall complete the following Safe Colleges training modules before May 29th, 2020.**
 - The following modules are made available through Safe Colleges training platform:
 - Coronavirus Awareness (10 min)
 - Coronavirus: Cleaning and Disinfecting your Workplace (10 min)
 - Coronavirus: Managing Stress and Anxiety (12 min)
 - Pandemic Flu (19 minutes)
 - OPTIONAL: Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- **All Alpena Community College employees shall maintain a clean and healthy workstation.**
 - Employees will be responsible to disinfect their workspace routinely throughout the day. This supplemental cleaning shall include paying specific attention to:
 - Phones
 - Computer keyboard and mouse
 - Printers and copiers
 - Credit card devices
 - Power equipment and tools
 - Some Alpena Community College departments may need to develop area specific cleaning procedures base on the usage and needs of the department.
 - Sanitizing/Virucide solution and paper towels required for this cleaning are available by emailing the Facilities Department at maint@alpenacc.edu
 - Common areas with frequent touch points, such as copy rooms, shall be furnished with sanitizing wipe dispensers and hand sanitizer.
 - In addition to the requirements outlined above, Alpena Community College has in place a robust facility cleaning procedure where all building public spaces are cleaned on a daily basis. These cleaning procedures follow the recommendations put in place by the CDC for disinfecting spaces and high-touch point surfaces such as countertops, toilet rooms, drinking fountains, waiting rooms, seating, door handles and push/pull devices, light switches, etc.

Exposure Control Plan – Phase 2 (Some Medium Risk Employees)

- **All Alpena Community College employees shall continue to conform to the requirements of Phase 1 Exposure Controls.**
- **In addition to the Administrative Controls outlined in Phase 1, specific work tasks identified as Medium Risk shall conform to the following:**
 - Keeping six feet between people as much as possible.
 - Any in-person activities that cannot be performed at a distance of six feet will require the use of a face covering.

- Distances will be marked in queuing areas.
- Seating in waiting areas will be marked to indicate recommended distances
- Workstations will be staffed to allow for maximum distancing.
- Sneeze guards will be installed where employees are not able to maintain six feet distance (i.e. service desks) wherever practical.
- All efforts will be made to eliminate face-to-face transactions. Functions such as admissions, registration, payment, applications for financial aid, advising, transcript requests, etc. shall be conducted via phone, electronic and/or web-based methods.
- Staggered shifts, alternative work schedules, and remote working may be utilized where feasible.

Exposure Control Plan – Phase 3 (Staged Reopening)

- **All Alpena Community College employees shall conform to frequent hand washing.**
 - Hand hashing is the most effective method of preventing the spread of COVID-19.
 - Proper hand washing is more effective than hand sanitizer.
 - Avoid touching your eyes, nose, face or mouth with unwashed hands.
 - Refrain from using other employees' computers, desks, and phones.
 - Signage regarding proper hand washing protocol will remain posted in common areas and bathrooms.

- **All Alpena Community College employees and students shall practice social distancing.**
 - Keeping six feet between people as much as possible.
 - Workstations will be staffed to allow for maximum distancing.
 - Working from home is encouraged when possible (as determined by supervisor).
 - All efforts will be made to eliminate face-to-face transactions. Functions such as admissions, registration, payment, applications for financial aid, advising, transcript requests, etc. is encouraged to be conducted via phone, electronic and/or web-based methods.
 - Staggered shifts, alternative work schedules, and remote working may be utilized where feasible.
 - All College business should be conducted in a contactless manner to the maximum extent possible (i.e. telecom, video conferencing, interoffice mail, drop box, etc.).
 - Signage reminding employees of social distancing requirements will remain posted.
 - Any in-person activities that cannot be performed at a distance of six feet will require the use of a face covering and additional PPE. This PPE is defined based on the occupational needs of the activity.
 - Distances will be marked in queuing areas.
 - Seating in waiting areas will be marked to indicate recommended distances.
 - Sneeze guards will be installed where employees are not able to maintain six feet distance (i.e. service desks) wherever practical.
 - All efforts will be made to minimize required face-to-face transactions. Functions such as admissions, registration, payment, applications for financial aid, advising, transcript requests, etc. are encourages to be conducted via phone, electronic and/or web-based methods.

- **All Alpena Community College employees and students shall wear a face mask.**

- According to the CDC, masks must cover the mouth and nose to be effective in preventing the spread of COVID-19.
 - Students are required to wear masks during classes (lectures and labs), in hallways, and in all common spaces. Students may remove the mask if he/she is giving a presentation or speech to the class provided that they maintain 6 feet of social distance.
 - Instructors are required to wear masks at all times unless lecturing to the class. Instructors may remove his/her mask to deliver a lecture provided that 6 feet of social distance is maintained. Classrooms are arranged with a minimum of 9 feet of space at the front of the room to allow for social distancing.
 - According to the CDC, face shields are not a suitable substitute for face masks. Instructors may wear a face shield while presenting/lecturing for added protection while his/her face mask is removed. However, masks must be used at all other times (i.e. walking in the halls, circulating among students in the class, in common areas, etc.). A face shield used in conjunction with a face mask will provide additional protection above wearing only a face mask, but face shields alone are not recommended by the CDC for preventing the spread of COVID-19.
 - Masks may be removed once seated in the dining area for eating and drinking, provided that social distance is maintained.
 - Masks may be removed if working alone in your office or when adequate distance or barrier protection exists between co-workers and visitors.
 - Employees that cannot medically tolerate a face covering must contact Carolyn Daoust in Human Resources.
 - Students that cannot medically tolerate a face covering must contact Nancy Seguin, Dean of Students. Instructors will be notified if accommodations are made for a student in the class.
 - Accommodations for a person that cannot medically tolerate a mask may include a face shield, plexiglass barrier, or other measures to help mitigate the spread of COVID-19 in lieu of a mask.
- **Select Alpena Community College entrances will be unlocked from 8:00am to 4:00pm**
 - Only a few entrances are unlocked to control the traffic into the necessary buildings where classes or College business is allowed.
- **All Alpena Community College employees shall perform the following self-monitoring checks prior to reporting to work each day.**
 - Click the link to access the form: [ACC Daily Screening Form for Building Use.](#)
 - If you answer yes to any of the screening questions, do not report to work and contact your supervisor.
 - Signage regarding the recommendation to stay home when feeling sick will remain posted.
- **All Alpena Community College employees shall complete the following Safe Colleges training modules.**
 - The following modules are made available through Safe Colleges training platform:
 - Coronavirus Awareness (10 min)
 - Coronavirus: Cleaning and Disinfecting your Workplace (10 min)
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 - Pandemic Flu (19 minutes)

- OPTIONAL: Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
- **All Alpena Community College employees shall maintain a clean and healthy workstation.**
 - Employees will be responsible to disinfect their workspace routinely throughout the day. This supplemental cleaning shall include paying specific attention to:
 - Phones
 - Computer keyboard and mouse
 - Printers and copiers
 - Credit card devices
 - Power equipment and tools
 - Some Alpena Community College departments may need to develop area specific cleaning procedures base on the usage and needs of the department.
 - Sanitizing/Virucide solution and paper towels required for this cleaning are available by emailing the Facilities Department at maint@alpenacc.edu
 - Common areas with frequent touch points, such as copy rooms, shall be furnished with sanitizing wipe dispensers and hand sanitizer.
 - Each classroom will be furnished with hand sanitizer and sanitizing wipes.
 - In addition to the requirements outlined above, Alpena Community College has in place a robust facility cleaning procedure where all building public spaces are cleaned on a daily basis. These cleaning procedures follow the recommendations put in place by the CDC for disinfecting spaces and high-touch point surfaces such as countertops, toilet rooms, drinking fountains, waiting rooms, seating, door handles and push/pull devices, light switches, etc.

Health Screening and Response Procedures

To reduce the risk for exposure to COVID-19 procedures for health screening and responding to potential exposure event have been developed. These procedures will focus on collecting information to reduce or eliminate the spread of COVID-19 at Alpena Community College.

- Employees will be required to perform daily self-screening questionnaire prior to starting their shift.
- All employees who fail the screening process SHALL NOT REPORT FOR THEIR WORK SHIFT. They shall return home and contact their supervisor for further direction.
- In the event an employee develops COVID-19 symptoms during the work shift the following procedures shall be implemented;
 - The symptomatic employee shall be immediately directed to leave work by the most direct route and go home or to their health care provider
 - The employee must contact Human Resources and/or the Facilities Department to conduct Contact Tracing and provide further direction on returning to work

An affected employee will be allowed to return to work based on the most current guidance from the CDC and Michigan Department of Health and Human Services (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>). According to the current guidance from these sources, an employee may return to work using the following criteria:

- Symptomatic Criteria to be used in the absence of Hospitalization or a Positive COVID-19 test:

- At least 1 days (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath);

AND

- A minimum of 10 Days since the onset of first symptoms
- Close Contact with a known COVID-19 Patient and/or Tested Positive for COVID-19 and is NOT exhibiting symptoms:
 - 14 days have passed since the date of close contact assuming they have not subsequently developed symptoms since the close contact. Close contact is defined as less than 6 feet for 15 minutes or longer. If employee develops symptoms, the symptomatic criteria will take effect.

OR

- 10 days have passed since the date of their first positive COVID19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If employee develops symptoms, the symptomatic criteria will take effect.

OR

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens) along with resolution of fever without fever reducing medicine and a noticeable improvement of symptoms (i.e. shortness of breath, coughing, etc.)

Contact Tracing

In an effort to keep the College community safe, Contact Tracing will be performed when the College is informed of any employee, student, and other visitor to the College exhibiting symptoms, and/or confirmed to be positive for COVID-19. Contact Tracing is vital to contain the spread of COVID-19 and only identified close contacts will be interviewed. Contact Tracing interviews will be conducted by Human Resources and will consist of collecting the information necessary to identify other College personnel who have come in close contact with the interviewee.