

# Lane Community College COVID-19 Reopening Plan Fall 2020

This is a living plan that is regularly updated.

Last updated: June 25th, 2020 (by Administration)

*All italicized text is verbatim text from the OHA/HECC "[Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities](#)" document.*

## General Requirements

Lane Community College shall:

- Follow Oregon Health Authority's (OHA) [General Guidance for Employers](#) on COVID-19.
- Encourage students, staff, faculty, and other community members to follow OHA's [Public Guidance](#) and Centers for Disease Control and Prevention (CDC) [public guidance on COVID-19](#).
- Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; screening, monitoring, and testing for illness among symptomatic students, staff, and faculty; and use of face coverings, as more fully described in this document.
- Permit remote instruction/telework or make other reasonable accommodations 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 healthcare provider.
- Require face coverings on campus except under the following conditions:
  - (a) when not required by approved\* department plan;
  - (b) in outdoor settings with social distancing maintained;
  - (c) when indoors working alone in closed spaces;
  - (d) when there is a reasonable accommodation for individuals for whom there is an exception to the requirement.
- Allow for schedule flexibility and encourage remote work, as position duties allow, and as approved by their supervisor.

- For Lane-operated retail establishments, food services, transportation, co-curricular sports, childcare, events or other functions that are not addressed in the LCC Reopening Plan, will follow the relevant OHA guidance for the respective sector.
- *Work with their local public health authority (LPHA) to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.*
- Regularly communicate the number of reported cases on LCC campuses as identified by Lane County Public Health.

### **Entry and Self-Screening**

Lane Community College shall:

- *Allow campus spaces and buildings to be open only for official college or university business. Campus spaces and buildings should not be open to the general public. Lane may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.*
- *Encourage students and employees to perform appropriate hand hygiene upon their arrival to campus every day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.*
- Provide hand sanitizer at the entrance to every building.
- Require face coverings as described in “General Requirements”.
- *Require students, employees, and others coming to campus to conduct a self-screen for COVID-19 symptoms and risk factors before coming to a campus. Instruct students and employees to stay at their residence if they have the following COVID-19 symptoms or risk factors:*
  - Fever (temperature of 100.5 F or above)
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Muscle pain (not associated with recent strenuous exercise)
  - Sore throat
  - Diarrhea
  - Chills
  - Headache
  - New loss of taste or smell
  - *Emergency signs and symptoms that require immediate medical attention:*
    - *Trouble breathing*
    - *Persistent pain or pressure in the chest*
    - *New confusion or inability to awaken*
    - *Bluish lips or face*
    - *Other severe symptoms*
- Require students and employees to sign a statement indicating they agree to follow the guidelines while on campus.
- *Students or employees who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who*

*have other symptoms that are chronic or baseline symptoms should not be restricted, as per doctor's recommendation.*

### **Isolation Measures**

*Lane Community College shall take the following steps to ensure that if a student or employee develops or reports primary COVID-19 symptoms while on campus:*

- *Direct the person to immediately return to their place of residence, or isolate in a designated isolation area, until they can safely return to their residence or be transported to a health care facility.*
- *Direct the person to seek medical care and COVID-19 testing from their regular health care provider or through an urgent care facility and follow instructions from their local public health authority regarding isolation.*
  - *If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence 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 their place of residence until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.*
  - *If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.*
- *Advise any employee or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days to stay in their place of residence and follow instructions from local public health authority.*
- *Require employees and students who have tested positive or been exposed to COVID-19 to follow the reporting and other requirements outlined in [Lane's Communicable Disease Management Plan](#).*

### **Health-Related Communication**

Lane Community College shall:

- *Advise employees and students of self-screening procedures, as noted in "Entry and Self-Screening" above.*
- *Advise employees that working with COVID-like symptoms is not permitted.*
- *Advise all employees coming to LCC campuses to take provided professional development trainings regarding working in a COVID environment. They should anticipate the need for additional training related to current practices and changes in precautions, plans and protocols at the college and in departments. Administrators could collaborate with health professionals to provide evidence-based education.*
- *Advise students and employees to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. See "Entry and Self-screening", above.*

- Advise and encourage all people on campus to wash their hands frequently through signage in all campus bathrooms. *Alcohol-based hand sanitizing products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.*
- Facilities administration shall provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements. Additional trainings will be offered as new information arises.
- The Director of Public Affairs will continue to use the LCC COVID website and email communications to distribute updates to employees and students to be shared at the start of the term and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
- In partnership with local public health authorities, The Director of Public Affairs *will develop protocols for communicating with students and employees who have come into close/sustained contact with a person with COVID-19.*
- In partnership with local public health authorities, The Director of Public Affairs *will develop protocols for communicating immediately with students, employees, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.*
- The Director of Public Affairs will *provide all training, protocols, informational letters and other communications in accessible formats to the campus community.*

### **Hand Hygiene and Respiratory Etiquette**

Lane shall:

- *Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.* Hand hygiene signs will be placed at building entrances, elevators, and other high touch areas, and respiratory etiquette signs will be placed at campus entrances and strategic spots in buildings.
  - *Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.*
  - *Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.*
- Provide hand hygiene stations with alcohol-based hand sanitizer at all campus entrances, elevator entrances, and classrooms that will be in use. Hand hygiene signage will be placed at each station. Signage will instruct students to use hand sanitizer on entry and exit to each room.

### **Employees**

Lane Community College shall:

- Health Clinic services will be provided remotely, through telehealth or other options. If it becomes necessary for Health Clinic employees to come into contact with students who may be ill, Health Clinic will ensure that an adequate supply of personal protective equipment is available for clinic employee use.

- Require face coverings on campus except when not required by department plan or exceptions outlined in “General Requirements” section of this plan.
- *If feasible, arrange for fit testing for N95 masks and PPE training for healthcare and other personnel who might interact with ill employees or students.*
- The Chief Human Resources Officer will continue to *review, revise, and negotiate where necessary sick-leave and absence policies to minimize any incentives to work while ill.*
- Support remote telework or make other reasonable accommodations for employees who are ill or at higher risk for severe illness from COVID-19. The Chief Human Resources Officer will review and revise LCC policies and procedures to comply with the CARES act. The Chief Human Resources Officer will follow policies and procedures for employees who have concerns for their health or that of a household member.

### **General Facilities**

Lane Community College shall:

- *Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces.* Lane will follow our [Cleaning and Disinfection plan](#) based on CDC guidance.
- *Consider modification or enhancement of building ventilation where feasible.* Lane’s ability to modify or enhance building ventilation as described in the CDC guidance can be found [here](#).
- *Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.*
- Consider utilizing outdoor classrooms as possible, with the option to rent large tents for weather protection.

### **Instructional Activities**

*For all general instruction offered face-to-face, Lane Community College shall:*

- In addition to required self-screening for general campus access, require screening, as per approved departmental plans, for symptoms of COVID-19 before students and staff enter the building/learning environment.
- Provide a form of hand sanitizer or handwashing station immediately upon screening or before building entry.
- Provide regular education and instruction on containment practices while in the instructional environment.
- Require face coverings during all instructional activities unless not required by departmental plan or other exception outlined in the “General Requirements” section of this plan.
- *Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space. In-person classroom instruction shall not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or in Phase I.*
- *Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include physical barriers, changes to traffic flow, desk or chair arrangements, or maximum capacity.*

- *Utilize markings and/or signage to indicate physical distancing requirements within instructional settings.*
- *For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (e.g. clear plastic), increased fresh air ventilation, or moving outdoors as feasible.*
- Follow applicable CDC/OHA guidelines and industry safety standards.
- *Physical barriers are acceptable instead of, or in addition to, six feet or more of spacing between people. Please see OHA General Guidance for Employers on COVID-19.*
- Recommend faculty members adopt grading and attendance policies on their syllabi that minimize any incentives for students to attend face-to-face while ill.
- Require that departments and programs offering face-to-face instruction submit a plan as per college process. Plans should be developed in collaboration with department stakeholders.

*For all instruction and assessment in fields leading to certificates and degrees in career technical education and the health professions, as well as other disciplines with required laboratory or studio instruction, Lane Community College shall:*

- For laboratory instruction or demonstration of clinical or technical skills without physical contact:
  - *Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s);*
  - The instructor will ensure monitoring and enforcement of physical distancing requirements at all times; and
  - Facilities Management will provide enhanced cleaning after each lab period and provide a cleaning log for review and verification.
- For standardized patient simulations or laboratory instruction in close quarters or practicing clinical or technical skills with physical contact:
  - Instructors, under the guidance of the Health Clinic, shall provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
  - Where feasible, keep lab partners the same across courses and reduce the use of multiple student partners;
  - Where feasible, adopt cohort management practices that: (a) minimize instructor contact across cohorts; (b) maintain student cohort groups across courses;
  - *Require use of appropriate PPE for all personnel that come within six feet of each other;*
  - Facilities Management will provide enhanced cleaning after each lab period and provide a cleaning log for review and verification.
- For internships, preceptorships, observerships, and direct patient care:
  - Instructors, under the guidance of the Health Clinic, shall *provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE) prior to facility placement;*
  - *Students will strictly adhere to the facility's infection control protocols;*

- Instructors will confirm that clinical and technical facilities:
  - Have the appropriate personal protective equipment (PPE) for students and on-site faculty, including those who are involved in direct patient care within those facilities; Students in a facility that do not provide PPE will have it provided by LCC.
  - Instructors will confirm that sites are *conducting regular symptom monitoring of students and on-site faculty*;
  - Have *occupational health protocols for isolation and monitoring if students or faculty are exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting to university or college student health unit*;
  - Follow applicable CDC/OHA guidelines and industry safety standards;
  - Utilize cleaning and disinfecting protocols.

### **Residential Activities**

Lane Community College and Titan Court shall:

- Take into consideration [CDC guidance for shared or congregate housing](#);
- *Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident*;
- *Reduce overall residential density to ensure that the College maintain sufficient space for the isolation of sick or potentially infected individuals, as necessary*;
- *Treat roommates/suitemates as family units for cohort isolation and quarantine protocols*;
- *Configure common spaces to maximize physical distancing*;
- *Provide enhanced cleaning; and*
- *Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.*

### **Communicable Disease Management Plan**

[Communicable Disease Draft Plan](#)

TITLE: COMMUNICABLE DISEASES AND VIRUSES

I. Purpose: To mitigate the spread of communicable diseases at the college.

II. Definitions:

Communicable disease: an infectious disease and/or virus that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community. As determined by Lane County Public Health, these diseases include but are not limited to tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis as well as SARS, COVID-

19 and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox and pneumonia, will be addressed on a case-by case basis.

Communicable disease of public health threat: an illness of public health significance, as determined by Oregon Health Authority, CDC, or Lane County Public Health, caused by a specific or suspected infectious agent that may be transmitted directly or indirectly from one individual to another.

Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

### III. Policy:

Lane Community College is committed to providing, to the extent possible, a healthy and safe educational environment for all students, employees, and campus community members. Decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student or employee with a communicable disease. As such, the college sets forth the following parameters and procedures in order to ensure the health and safety of the community. The college shall follow all protocol for communicable disease management and contact tracing as set forth by CDC, OHA, and Lane County Public Health.

### IV. Plan

#### Students

A. Students who know or suspect that they are, or that another member of the community is infected with a contagious disease, must notify the Risk Management Office.

B. The designated manager in the LCC Risk Management Office or his/her designee(s) shall require that the student stays home in order to prevent the spread of the communicable disease, consistent with CDC, OHA, and/or Lane County Public Health protocol.

C. Students will need to meet with a physician or healthcare provider in order to determine a diagnosis and recommended courses of action. Documentation from the physician or Department of Health must be submitted to the Risk Management Office confirming that the student may return to campus before the student is allowed to return to classes.

D. The Risk Management Office will provide notice to faculty so that faculty may work to ensure that the student will have the opportunity to complete coursework and assessments or develop alternate plans to meet course outcomes resulting from the time missed due to illness as feasible.

E. In the event that a student must refrain from attending face-to-face classes for the term, he/she will have to comply with the applicable policies.

F. Failure to comply with the provisions of this policy may subject the student to disciplinary action consistent with the Student Code of Conduct.

G. Student records related to the incident shall be protected and privacy maintained.

#### Faculty, staff, and managers

A. LCC employees who know or suspect that they are infected with a communicable disease of public health threat must immediately notify Human Resources of the illness. HR shall then notify the Risk Management Office and the employee's supervisor to ensure adequate contact tracing and cleaning of impacted areas.

B. Before returning to the college or face-to-face worksite, the employee must present written documentation from his/her treating physician, primary care provider, or Lane County Public Health indicating that they are medically cleared (i.e., is no longer infectious to others) and able to return to campus as of a specified date. This information must be presented to Human Resources.

C. Employees must follow all policies and procedures pertaining to sick leave and supervisor notification with regard to their status, and if applicable, provisions of collective bargaining agreements

D. The faculty or staff's supervisor should immediately contact the Director or Associate Director of Facilities Management and Planning to provide notice about the impacted area that is to be cleaned/treated or needs specialized cleaning. No other activities shall be scheduled in the impacted area until enhanced cleaning is completed.

#### Other provisions

A. The College Administration shall inform the campus community consistent with the Health-Related Communication Plan.

B. All medical information relating to communicable diseases of students, employees, or other college community members will be kept confidential, in accordance with applicable state and federal law. Medical information relating to communicable diseases of persons within the college community will only be disclosed to responsible college officials and local public health authorities (e.g. Lane County Public Health) on a need-to-know basis.

#### Record Keeping

The LCC Risk Management Office shall maintain accurate, up-to-date records of all LCC cases of communicable disease and shall provide notice and cooperate with Lane County Public Health as required for contact tracing and any other public health measures deemed necessary by Lane County Public Health and/or Oregon Health Authority.

Administrative Review