

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

1000 GENERAL ADMINISTRATION

1041 COVID-19 PANDEMIC SAFETY PROTOCOLS POLICY

It is the policy of the Board of Trustees of Bay de Noc Community College to provide a safe environment for students, employees, and visitors through the adoption and implementation of safety protocols geared toward preventing and slowing the spread of SARS CoV-2, the virus that causes Coronavirus Disease 19 (COVID-19). College employees, students, and visitors shall comply with all COVID-19 safety protocols established by the College or by federal, state, or local law. The College shall cooperate with local and regional departments of public health in furtherance of the aims of this Policy.

PROCEDURE:

1041.1 General

A COVID-19 Preparedness and Response Plan has been established for Bay College in accordance with MIOSHA Emergency Rules to prevent or minimize employee, student, or visitor exposure to SARS-CoV-2. Bay College's COVID-19 Response Team is charged to implement, monitor, and report on the COVID-19 control strategies developed in the Plan. The Plan shall be published on the College's Website.

1041.2 Exposure Determination

Bay College's COVID-19 Response Team shall routinely evaluate and reasonably anticipated tasks and procedures for all employees to determine actual or reasonably anticipated employee exposure to SARS-CoV-2. The COVID-19 Response Team has determined, through its initial evaluation, that Bay College employees' jobs fall into the Lower Exposure and Medium Exposure Risk Categories as those categories have been defined by the OSHA Guidance on Preparing Workplaces for COVID-19.

1041.3 Engineering Controls

Bay College has implemented feasible engineering controls to reduced or minimize employee exposure to SARS-CoV-2. Engineering controls include isolating employees from work-related hazards using ventilation and other engineered solutions. Bay College's Operations Department is responsible for ensuring that the engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Instruction	Arranged classrooms for social distancing
Academic services	Installed physical barriers
IT Support	Installed physical barriers
All jobs/tasks	No shared offices
All jobs/tasks	Arranged public seating for social distancing
All jobs/tasks	Increased disinfecting and cleaning

1041.4 Administrative Controls

Administrative Controls are workplace policies, procedures, and practices that reduce or minimize employee exposure to SARS-CoV-2. The COVID-19 Response Team is responsible for ensuring that the administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for Bay College:

Job/Task	Administrative Control
All employees, students, and visitors	Wear a face mask covering the mouth and nose at all times while indoors and when outdoors if 6' distancing is not possible.
All employees, students, and visitors	Maintain at least six feet from everyone on the worksite.
All employees, students, and visitors	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees	Enforce remote work (telecommuting) to the fullest extent possible for the work activities that can feasibly be completed remotely.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees, students, and visitors	Minimize the sharing of tools, equipment, and items.
All employees, students,	Provide employees with non-medical grade face

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and visitors	coverings (cloth face coverings).
All visitors	Require students and the public to wear cloth face coverings.
All employees, students, and visitors	Keep students informed about symptoms of COVID-19 and ask sick students and employees to stay at home until healthy again.
All employees, students, and visitors	Provide tissues and trash receptacles.
All employees, students, and visitors	Encourage proper cough and sneeze etiquette by employees and students, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.
All students	Encourage students to disclose COVID exposure and/or sickness and provide academic resources while in quarantine.

1041.5 Hand Hygiene

The Operations Department is responsible for ensuring that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Bay College shall provide employees with antiseptic hand sanitizers or towelettes. Bay College will provide time for employees to wash hands frequently and to use hand sanitizer. Bay College shall promote frequent and thorough hand washing, including providing workers, students, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

1041.6 Disinfection of Environmental Surfaces

Facility cleaning and disinfection shall be increased to reduce exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Bay College will make cleaning supplies available to employees upon entry and at the worksite.

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The Facilities Support Services Department is responsible for ensuring that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Bay College will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The COVID-19 Response Team will be responsible for ensuring that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

1. Wait 24 hours to enter (or as long as possible).
2. Open windows (if applicable) to allow for better air circulation.
3. Initial spraying of entire area and all objects within using EPA Reg. QT Plus.
4. Allow disinfectant to dwell.
5. Dispose of any trash/bottles etc. in area into a separate, designated liner and immediately tie off and discard.
6. Wash any furniture, blinds, and fixtures with soap and water.
7. Allow to dry.
8. Extract carpet or mop hard floor surfaces.
9. Repeat step 3.
10. Immediately dispose all PPE used and wash hands thoroughly, followed by hand sanitizer.

1041.7 Personal Protective Equipment (PPE)

Bay College will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job.

Bay College will provide non-medical grade face coverings (cloth face coverings) to employees and N-95 masks to employees who request them. Bay College requires employees, students, and visitors to wear face coverings when indoors, with the exception of being alone in a personal office

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space. Bay College requires face coverings in personal office spaces when other individuals are present in that space.

Face covering means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose. Medical or surgical grade masks are included within this definition. Scarves, ski masks, balaclavas, neck gaiters, plastic masks, and chin shields do not provide sufficient protection and are not considered "face masks."

The following type(s) of PPE are provided for use:

Job/Task	PPE
All jobs/tasks	Mask, covering mouth and nose
All jobs/tasks	Disinfectant and towelettes
All jobs/tasks	Hand sanitizer

1041.8 Health Surveillance

Daily Entry Self-Screening Protocols established by Bay College shall be followed by all employees, students, visitors, and contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. The COVID-19 Response Team is responsible for ensuring that all required health surveillance provisions are performed.

Employees and students are required to promptly report any signs and symptoms of COVID-19 to the COVID-19 Response Team either directly or by filling out an online form.

Bay College will physically isolate anyone with known or suspected COVID-19 from the remainder of the workforce or student body, using measures such as, but not limited to:

- Not allowing known or suspected cases to report to or remain at their work or educational location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Bay College will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular

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risk of infecting others with COVID-19.

When an employee or student is identified with a confirmed case of COVID-19, the COVID Response Team will notify the local public health department and anyone exposed such as co-workers, students, or contractors who may have come into contact with a person who is the confirmed case of COVID-19, within 24 hours. When notifying others, Bay College will not reveal the name or identity of the confirmed case.

Bay College will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

1041.9 Training

The COVID-19 Response Team shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. Training shall include:

Workplace infection-control practices

The proper use of personal protective equipment.

Steps the employee or student must take to notify the college of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

How to report unsafe working conditions.

Records will include the name of the employee/student trained and the date of the training.

1041.10 Record Keeping

Bay College will maintain records of the following requirements:

Training. Maintain a record of all COVID-19 employee and student training.

Screening protocols. Maintain a record of screening for each employee, student, or visitor entering the workplace.

When an employee, student, or visitor is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

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Bay College uses the Maxient case management system and will ensure that the records are kept as defined by MIOSHA.

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