



## **COVID-19 Pandemic Employee Work Site & Exposure Control Plan**

Wayne County Community College District COVID-19 Pandemic Employee Work Site & Exposure Control Plan will be continually updated to meet all government agencies requirements as they are provided. Employees will be required to follow work site and exposure control plan rules and processes to mitigate the exposure and spread of COVID-19 at all WCCCD locations.

### **Exposure Determination**

WCCCD has evaluate the work place and determine employees will be between lower to medium risk based on the MIOSHA Occupational Risk Pyramid for COVID-19.

#### ***Lower Risk***

- Duties and responsibilities do not require contact with people known or suspected of being infected with coronavirus.
- No frequent close contact (within 6 feet) with the general public
- Minimal contact with co-workers

#### ***Medium Risk***

- Duties and responsibilities that require frequent and/or close contact (within 6 feet) with people who may be infected, but not known or suspected COVID-19 patients
- In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

### **Administrative Controls**

WCCCD will continue to review and update all require responses to the COVID-19 pandemic as they develop. These administrative controls will include:

- Employee/Vendor/Guest entry processes which will include:
  - Entrance Health Questionnaire Screening
  - Handwashing
  - Personal Bag Cleaning
  - Wearing of Mask
  - Wearing additional Personal Protection Equipment as necessary

- Development and implementing of social distance throughout WCCCD buildings
- Development and implement gathering of people restrictions according to government agencies requirements or guidelines.
- Realignment of staff and administrators shifts and workstations
- Designated break areas for employees
- Employee Training
- Personal Protection Equipment available to employees
- Utilizing online conferencing and conference calls.
- Utilizing hybrid and/or alternative educational delivery systems
- Promoting and exploring on-line services for students.
- Posting of information to mitigate exposure and/or spread of COVID-19
- Will restrict business-related travel for employees to essential travel only.
- Will encourage employees to use personal protection equipment and hand sanitizer on public transportation.
- Will adopt any additional infection-control that are reasonable in light of the work performed as the work site.

## **Hand Hygiene, Social Distancing & Mask, Personal Items and Environmental Surface Disinfection**

### ***Hand Washing***

Employees will be required to wash their hands for the following situations:

- Each time arriving at the campus, you must visit the restroom and wash your hands. This is required before signing in and reporting to your workstation/office/service area.
- Each time when you are leaving the building.
- Before eating any food.
- Each time using the restroom.
- After removal of PPE gloves.

### ***Social Distancing (Six Feet), Mask, & Protective Eyewear***

Employees and guest who are on premises must be at least six feet from one another to the maximum extent possible.

Masks are required to be worn at all times.

### ***Personal Items***

The following procedures are required for all employees

- Employee will be required to remove all personal items from the campus.
- Employees may bring in personal hand bag(s) in and out of WCCCD locations daily. The external surfaces of these bags must be cleaned with a disinfected solution upon arrival.
- Cell phones must be in your personal handbag or your pocket.

## ***COVID-19 Pandemic Facilities Cleaning and Disinfecting Guidelines***

### **Area with Positive Case Immediate Response**

- Close off area(s) used by the person who was sick.
- Open outside doors and windows and use ventilating **fans** to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

### **Facilities Cleaning and Disinfecting Guidelines**

WCCCD will follow CDC & OSHA guidelines. The following are general guideline

Employees need to wear disposable gloves when cleaning and disinfecting.

#### ***Cleaning***

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### ***Disinfecting***

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Many products recommend:
  - Keeping surface wet for a period of time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute  
To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
    - 4 teaspoons bleach per quart of water
- Alcohol solutions with at least 70% alcohol.

### ***Soft Surfaces Cleaning***

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant.

### ***Electronics***

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### ***Laundry Cleaning***

For clothing, towels, linens and other items

- Wear disposable gloves.
- Wash hands with soap and water as soon as you remove the gloves.
- Do not shake dirty laundry.
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a sick person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.

### ***Cleaning and disinfecting your building or facility if someone is sick***

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

### ***When Cleaning***

- Wear disposable gloves and/or gowns for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a sick person.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

***Additional Considerations***

- Educate employees performing cleaning, laundry, and trash pick-up to recognize the symptoms of concerned virus.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus (follow CDC guidelines)
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure employees are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
- Comply with OSHA's standards on Bloodborne, including proper disposal of regulated waste, and PPE.

Source: CDC Web Site <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html> 04/02/2020

## **Employee Training**

WCCCD will provide training and employee updates. Information will be communicated by postings, email, face-to-face, online video conferencing and/or conference calls.

Training Topics May Include:

- WCCCD entry procedures
  - Wearing of mask
  - Medical questionnaire screening

- Hand washing
- Personal bag cleaning
- Applications of personal protection equipment if needed.
- Employees have a responsibility to mitigate exposure and the spread of COVID-19 by performing the following:
  - Wearing of masks
  - Hand washing
  - Social Distancing
  - Cleaning of personal bags
- Use of personal protection equipment requirements and usage.
- Use of cleaning and disinfecting workstation and offices.
- Changes in shift schedules, locations and realignment of duties and responsibilities.
- Notification and unitizing sick leave and District Human Resource return to work requirements.

## COVID-19 Related Health Surveillance

Employees are required to report and follow procedures listed below for any of the following situations:

### *Employee Access to WCCCD Locations*

Employees must stay at home and will not be permitted at any WCCCD location if they have any of the following situations:

- Immediately report to the Campus President/Vice Chancellor if the employee has any of the following occurrences:
  - Have any symptoms such as:

▪ Fever or chills	▪ Cough
▪ Shortness of Breath or difficulty breathing	▪ Repeated Shaking with Chills
▪ Diarrhea	▪ Chills
▪ Sore Throat	▪ Fatigue
▪ Nausea or Vomiting	▪ Muscle or body aches
▪ Congestion or Runny Nose	▪ New Loss of Taste or Smell
▪ Headache	

Employees may report to work after three days have passed since their symptoms have resolved, and seven (7) days have passed since their symptoms first appeared or three (3) days without a fever and improvement in respiratory symptoms.

- Employee will be required to provide a return to work statement from his/her physician to District Human Resources for consideration and approval before returning to work.
  - Exempt – After five (5) days

- AFT – After 15 days
- UAW – After 7 consecutive work days
- PAA – After 7 consecutive work days

Employee is not permitted at any WCCCD location and should self-isolate/self-quarantine at home for the following time periods:

- Immediately report to Campus President/Vice Chancellor and District Human Resources if employee receives a positive COVID-19 test result.
  - Employee will be required to provide a return to work statement from his/her physician to District Human Resources for consideration and approval before returning to work.
- Had close contact in the last 14 days with an individual diagnosed with COVID-19;
  - Employee will be required to provide a statement from his/her physician showing the 14 days period expected return date and return to work statement from his/her physician to District Human Resources for consideration and approval before returning to work.

## **Employee Works Site Responsibilities**

### ***Office/Workstations***

- All personal items must be removed from workstations and offices.
- Offices and workstations must be clear of all current nonworking documents at all times. These documents must be stored in file cabinets, drawers on book shelves until you are actively of needing them.
- Eating in your office or workstation is not allowed
- Each office and workstations is limited to one person at time. Cleaning of workstation must be completed before another employee utilizes this space.

### ***On Site Employees Breaks***

- All meal breaks must be only taken in the approved employee break room or open social distance setting areas.

### ***Signage***

- All employees will follow restricted access signage that is posted.

### ***End of Work Shift Requirements***

- Clean your workstation, computer, phone and all hard surfaces.
- Take your personal handbag home.
- Wash your hands before leaving the building.

### ***Reporting Unsafe Conditions***

- Employees are required to report any unsafe conditions immediately to the Campus President or Vice Chancellor

### ***Other***

- All coffee pots and refrigerators usage is strictly prohibited.
- All breakroom non-personal flatware/cups/silverware or utensil usage is strictly prohibited.

### **Engineering Controls**

- WCCCD will continue to make the necessary air-filters changes as required by the manufacture guidelines. If available and permitted high-efficiency air filters will be used.
- Increasing HVAC ventilation rates will be permitted. The increase of HVAC ventilation rates must not exceed manufacture guidelines and/or not cause inappropriate environmental temperatures.
- Physical barriers such as clear plastic barriers will be assessed and installed as necessary.
- Limit drinking fountain usage.
- Doors that do not needed for security purposes or effect the fire protection of spaces may be reviewed and consideration given to propped open with door stop.

### **Sources:**

- Center for Disease Control and Presentation
  - Interim Guidance for Administrators of U.S. Institutions of Higher Education 3/18/2020
  - Cleaning and Disinfecting Your Facility 05/07/2020
  - Considerations for Institutes of Higher Education 05/30/2020
- Michigan Occupation Safety and Health Administration (MIOSHA)
  - MOSHA COVID-19 Workplace Guidelines, Employee's Guide Workplace Safety and Health 05/04/2020
  - Workplace Guidelines for Employer 05/04/2020
- The Office of Governor Gretchen Whitmer
  - Executive Order 2020 - 36
  - Executive Order 2020 – 110 (see EO 2020-115)
  - Executive Order 2020 – 115
  - Executive Order 2020 – 145
  - Executive Order 2020 - 147
- U.S. Equal Employment Opportunity Commission
  - What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws 4/23/2020
- United States Department of Labor, Occupational Health and Health Administration
  - OAHA Guidance on Preparing Workplaces for COVID-19, OSHA 3990-03 2020