

# **Compass College Safe Start COVID-19 Preparedness and Response Plan Fall 2020**

## **Policies and Procedures for Compass Faculty, Staff, and Students Returning to Campus**

This plan is based on the guidelines and requirements of the MI Safe Start Plan and relevant executive orders and guidance issued by Governor Gretchen Whitmer, the Center for Disease Control (CDC), and the Kent County Health Department.

**The plan will be revisited and updated as necessary based on further information provided by the CDC, the State of Michigan, and other public officials and in order to promote the health and safety of the Compass College community.**

### **Objectives of Plan**

Compass is a faith-based institution seeking wisdom regarding how to promote the health and safety of the entire campus community and its friends and supporters. Compass will move forward with an abundance of caution and concern for those who are most vulnerable. The college also will work to maintain a culture that supports the prevention of spreading COVID-19 between faculty, staff, students and visitors.

Compass is also committed to providing an environment that ensures our students receive a quality education and achieve their career goals.

Institutions of higher education (IHE), working together with local health departments, have an important role in slowing the spread of diseases, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment. Compass' plan is designed to complement other community mitigation strategies to protect high risk populations and the healthcare system and minimize disruption to teaching and learning and protect students, staff, and faculty from social stigma and discrimination.

### **Return to Campus**

- The Compass College COVID-19 Response Team has been meeting regularly throughout the summer to prepare for students returning to campus.
- Compass will resume in-person classes, with the exception of some evening classes this Fall. Occupancies for classrooms and labs have been reduced, and the arrangement of tables, desks, and seats are being adjusted to maintain social distancing. With these adjustments, all students will be allowed to attend all face-to-face class sessions physically, unless they are unable to attend due to illness or COVID-19 concerns. If a student is quarantining or unable to attend due to illness, they may view the recorded classroom session later online if needed. Technology in classrooms, including webcams and microphones, is being enhanced to allow for this approach
- Compass will communicate with staff regarding who will return to work the week when the return occurs. Supervisors will work with individual staff to determine when each will be able to return and when they would be asked to be on campus.

- Any employee who has a concern about returning to work is encouraged to talk with their supervisor. The college is aware that some individuals are at higher risk for severe illness. The health of our employees and students is of utmost importance.
- Older adults and persons with severe underlying health conditions are at increased risk of more serious illness after contracting COVID-19. Compass will give priority to ensure the safety of these faculty and staff.
- The college requires employees experiencing COVID-19 symptoms to stay home. Employees with COVID-19 symptoms will be able to stay at home without fear of reprisals. The college also encourages any employee who is sick for other reasons to stay home and follow existing college policies regarding notifying their supervisor.

### **Worksite Supervisors**

Worksite supervisors will oversee the college's Covid-19 preparedness and response. At least one worksite supervisor will be on campus whenever at least two Compass employees or students are required to be on site. The Worksite supervisors should be contacted whenever any employee or student has a question about this policy. During an on-campus film shoot that occurs outside of regular office hours, **Supervised Labs, and off-campus Supervised film shoots** the Health Safety Officer, designated according to the established educational policy, for that film shoot will serve as the Worksite Supervisor.

### **Daily Entry Health Screening Protocol for all Employees, Students, and Visitors.**

The college is participating in the [\*Kent County Back to Work Health Check\*](#) program.

Each faculty and staff, upon arrival, will check in with the worksite supervisor. Each person will have their temperature checked, will be asked a set of questions and will need to give a verbal response before the person can go to their work station/office, classroom, or elsewhere on campus.

Each student upon arrival will check in with the worksite supervisor. Students must present their badge at the health check as identification. Each student will have their temperature checked, will be asked a set of questions and will need to give a verbal response before the student can go to their classroom or elsewhere on campus. Anyone who fails the health screen or does not have a badge will not be allowed on campus.

- Entrants will be shown a card with these questions and will need to give a verbal response.
  - *Do you have any **new and unusual** of the following symptoms?*
    - Fever that is 100.4 degrees F or higher
    - cough
    - difficulty breathing or shortness of breath
    - diarrhea
    - chills
    - sore throat
    - subjective fever (feel warm)
    - headache

- muscle pain
  - body aches
  - fatigue
  - loss of taste or smell
  - congestion or runny nose
  - nausea or vomiting
- Have you had or have you been notified\* that you have had close contact with a person that has been diagnosed with COVID-19 through a positive test result?

\*Notification would be from a medical professional, health department or governing health care authority

### **COVID-19 Information for Faculty, Staff, and Students**

Workplace infection-control practices

- The college will provide education and training materials in an easy to understand format for all members of the campus community. This may include fact sheets and posters.

The proper use of personal protective equipment.

- See below under Personal Protective equipment.

Steps the members of the campus community must take to notify the college of any symptoms of COVID-19, possible exposure to the virus, or a suspected or confirmed diagnosis of COVID-19.

- Faculty, Staff, and Students who have symptoms of acute respiratory illness must notify the college and stay home until they are free of fever (100.4° F [38.0° C] or greater), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- Anyone who fails the health screen (a temperature of 100.4 degrees or above, or answers “yes” to any of the screening questions) will be sent home until the applicable condition below is met.
- Faculty, Staff, or Students who have symptoms of acute respiratory illness are recommended to notify their instructor and stay home until they are free of fever (100.4° F [38.0° C]), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Any member of the campus community who believes that they may have been exposed to someone with the virus or who has a suspected diagnosis of COVID-19 must report that to the college and stay home and should get tested for COVID-19. If anyone receives a negative test result and remains symptom free the individual can return to campus once the college has received documentation of the negative test.
  - A potential exposure means being a household contact or having contact for any time period within 6 feet of an individual with confirmed or suspected COVID-19. The time frame for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

### **If you come into “close contact” with someone who has tested positive for COVID-19:**

- If you have come into “close contact” with a person who has tested positive for COVID-19, you should self-quarantine for 14-days. At the end of that time, if you have not developed any symptoms of COVID-19 or another illness, you may return to school. You may also want to have a COVID-19 test. Employees and students should refer to the CDC’s guidance on how to conduct a risk assessment.

#### Per CDC Guidance:

- an individual is considered a close contact if they a) have been within approximately 6 feet of a COVID-19 case for a prolonged period of time (about 15 minutes or more) or b) have had direct contact with infectious secretions from a COVID-19 case (e.g., have been coughed on). Close contact can occur while caring for, living with, visiting, or sharing a common space with a COVID-19 case. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

### **Positive Covid-19 Case**

- Any faculty, staff or student who is identified with a confirmed case of COVID-19 will be required to follow the following guidelines:

If you think or know you had COVID-19, or if you have had symptoms, you can be with others after

- 3 days with no fever **and**
- [Symptoms](#) improved **and**
- 10 days since symptoms first appear
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If you tested positive for COVID-19 but had no symptoms. If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
  - If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”
- When faculty, staff, or student is identified with a confirmed case of COVID-19, within 24 hours, Compass will notify both: (1) The local public health department, and, (2) Any

co-workers, students, contractors, or visitors who may have had prolonged exposure in the previous 48 hours with the person who has a confirmed case of COVID-19.

- All decisions about implementing IHE-based strategies (e.g., class suspensions, event cancellations, other social distancing measures) will be made in collaboration with local health officials.
- When there is a confirmed case of Covid-19 the college may temporarily close all or part of the campus to allow for deep cleaning.

### **How to report unsafe conditions.**

- Faculty, staff, or students should report any unsafe conditions via email to one of the worksite supervisors. These reports will be investigated, and appropriate actions taken to remedy the situation. A spreadsheet will be maintained by the Director of Student Affairs which will record the reported condition and the response taken.

### **Additional Information**

- Visitors will need to be approved by a Dean/Director level staff before they are allowed on campus.
- Students and visitors will be required to abide by campus policies regarding distancing (6 feet separation) and use of masks

### **Commons Areas**

- The Student Lounge is currently closed.
- Social gatherings and meetings that do not allow for the recommended six feet of social distancing or that create unnecessary movement through the campus are prohibited.
- Water fountains are currently turned off.
- The use of vending machines will be made available when appropriate health and safety guidelines regarding their use and maintenance has been established.
- Couches and tables in Community/Commons Areas are set up to maintain six-foot distancing.

### **Signage**

- Signage has been placed at each entrance indicating that everyone entering the building needs to have a health screening before heading to their classroom.
- Visual indicators such as floor decals have been placed on floors to help guide student or visitors on where to walk to maintain the recommended distance.
- Signage has been placed at main entrance instructing what visitors need to do when allowed to enter building.
- Signage has been placed at main entrance regarding how deliveries are to be made.

### **Protocols to Clean and Disinfect the Campus**

- Facility cleaning and disinfection will take place at least twice a day to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to common spaces and shared equipment.
- Cleaning supplies are available to students. Students can wipe down their classroom location if desired.

- Faculty and staff will be provided with individual supplies of items for their use in the classroom that are not shared with others (eg. Dry erase markers, etc.)
- Classroom items that cannot be individually supplied will be cleaned and disinfected after each class period.
- Students are reminded to wash hands frequently or to use hand sanitizer.

### **Personal Protective Equipment**

Face coverings must be worn when students, faculty and staff cannot consistently maintain six feet of separation from other individuals on campus if the person is medically able to wear the mask.

- While we encourage students to use a mask, they are comfortable wearing, Compass will provide non-medical grade face coverings to every student who requests them.

A *face covering* is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing.

Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently touched surfaces, and practicing social distancing.

Face coverings must be worn in shared spaces, including during in-person meetings and in restrooms and hallways.

- To get the most benefits from a face covering:
  - Make sure it completely covers your nose and mouth.
  - Read the directions for use (if provided).
  - Wash your hands before and after removing it.
  - Try not to touch your face when you adjust it throughout the day.
  - Keep cloth coverings clean by washing daily, or more often if contamination occurs.
  - Don't let others wear your face covering.
  - Keep it away from machinery that it could get caught in.
  - If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
  - Don't lay your face covering on any surface that may contaminate either the covering or the surface.
  - Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.

**Mental Health Resources for Students:**

**TalkCampus:** "It's okay if you're not okay right now. TalkCampus is here for you when you just need somewhere to talk and a little bit of support. Whatever time of day or night. You're not alone"

**Business Continuity Plans:**

Compass College is prepared to return to remote operations if it deems it necessary or if directed by the government. These plans include the following:

1. Utilize emergency communication plan to communicate important messages to employees, students, and constituents.
2. Transition to remote instruction.
3. Transition to remote work to the greatest extent possible.

**Resources:**

[Considerations for Institutes of Higher Education \(CDC\)](#)

[Guidance for Administrators of U.S. Institutions of Higher Education to Plan, Prepare and Respond to Coronavirus 2019 \(CDC\)](#)

[MI Safe Start Plan](#)

[EXECUTIVE ORDER No. 2020-91](#)

[Opening Up America Again](#)

[PLAYBOOK for COVID-19 Response & Reopening](#)

[CHECKLISTS for COVID-19 Response & Reopening](#)