Title: COVID-19 PANDEMIC SAFETY PROTOCOLS POLICY

It is the policy of the Board of Trustees of Gogebic Community College (GCC) to provide a safe environment for students, employees, and visitors through the adoption and implementation of safety protocols geared toward mitigating 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 and CDC guidance in furtherance of the aims of this Policy.

General

A COVID-19 Preparedness and Response Plan has been established for GCC in accordance with MIOSHA Emergency Rules to mitigate employee, student, or visitor exposure to SARS-CoV-2. GCC'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.

Exposure Determination

Gogebic Community 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 GCC 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.

Facility Controls

Gogebic Community College has implemented feasible facility controls to reduce or minimize employee exposure to SARS-CoV-2. Facility controls include isolating employees from work-related hazards using ventilation and other engineered solutions. GCC's Facilities Department is responsible for ensuring that these controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following facility controls have been implemented:

Job/Task	Facility Control
Instruction	Arranged classrooms for social distancing
All campus services	Installed physical barriers
Student areas	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

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 Gogebic Community College per CDC and Health Department guidelines:

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 CDC recommended distancing is not possible.
All employees, students, and visitors	Maintain at least the CDC recommended distancing from everyone on the worksite.
All employees, students, and visitors	Use ground markings, signs, and physical barriers to prompt employees to remain the CDC recommended distancing from others.
All employees	Encourage remote work for the work activities that can feasibly be completed remotely.
All employees	Promote flexible work hours to minimize the number of employees in the facility at one time.
All employees	Establish alternating days 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	Limited 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, and visitors	Provide employees with non-medical grade face coverings (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	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.
Antigen Testing:	Student-Athletes are tested 2-3 times per week by a recognized health professional (Spring 2021)

The Gogebic Community College Response Team has been attending weekly meetings with the regional health department and regional schools to monitor local COVID-19 activity and updates to processes and state guidance.

Hand Hygiene

> The Facilities Department is responsible for ensuring that adequate handwashing facilities are available in the workplace and that regular handwashing is required. GCC shall provide employees with antiseptic hand sanitizers or towelettes. GCC 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.

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). GCC will make cleaning supplies available to employees upon entry and at the worksite.

> The Facilities and Custodial 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, GCC 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 an approved SARS-CoV-2 disinfectant.
4. Allow disinfectant to dwell.
5. Immediately dispose all PPE used and wash hands thoroughly, followed by hand sanitizer.

Personal Protective Equipment (PPE)

GCC will provide non-medical grade face coverings (cloth face coverings) to employees. GCC requires employees, students, and visitors to wear face coverings when indoors, with the exception of being alone in a personal office space. GCC 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.
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

Health Surveillance

Daily Entry Self-Screening Protocols established by GCC 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 designated COVID-19 officer either directly or by filling out an online form.

GCC 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:

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

GCC will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee or student is identified with a confirmed case of COVID-19, the designated COVID-19 officer 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, GCC will not reveal the name or identity of the confirmed case.

GCC 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.

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.

Record Keeping

GCC will maintain records of the following requirements:

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, all records will be maintained in a confidential manner.

GCC maintains the COVID-19 notifications and records in the COVID-19 officer's office and will ensure that the records are kept as defined by MIOSHA.

Date of Adoption: 4/27/2021
Revised: 6/29/2021 Amendment: Face mask covering requirement protocol posted at:
https://www.gogebic.edu/Covid/index.html