COVID-19 SAFETY PROTOCOLS FOR HIGHER EDUCATION INSTITUTIONS

What is the difference between Gov. Inslee’s higher education proclamation and the Healthy Washington plan?

Proclamation 20-12.2 sets minimum protocols higher education institutions must follow to bring students safely back to campus.

The Healthy Washington plan is a region-by-region phased plan for resuming social gatherings and reopening businesses and industries in Washington.

Do colleges have to follow both the higher education proclamation and the Healthy Washington plan?

Yes, colleges have to follow both the higher education proclamation and the Healthy Washington plan. Generally speaking:

- Instructional activities (classrooms/labs) are governed by the higher education proclamation.
- Social gatherings and non-instruction activities that have parallel activities out in the community fall under the Healthy Washington plan and the business guidance attached to that plan.

Some activities are addressed in both plans.

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What’s the difference between the former Safe Start Washington plan and the new Healthy Washington plan?

The Healthy Washington Plan replaced the Safe Start Washington Plan on Jan. 11. The key differences are:

- Phases are no longer determined on a county-by-county level. Instead, they are based on eight regions. Those regions are drawn largely around the emergency medical services regions used for evaluating healthcare services:
  - Puget Sound: King, Pierce, Snohomish
  - East: Adams, Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Whitman
  - North: Island, San Juan, Skagit, Whatcom
  - North Central: Chelan, Douglas, Grant, Okanogan
  - Northwest: Clallam, Jefferson, Kitsap, Mason
  - South Central: Benton, Columbia, Franklin, Kittitas, Walla Walla, Yakima
  - Southwest: Clark, Cowlitz, Klickitat, Skamania, Wahkiakum
  - West: Grays Harbor, Lewis, Pacific, Thurston
- There are only two phases instead of four.
- Regions can advance to phase 2, or slide back to phase 1, based on certain metrics around case rates, hospital admission rates, positivity rates and ICU capacity.
- There’s no application process to move through the phases. The state will look at the metrics every two weeks and determine whether regions will move backward or forward. Regions can check their status on the state’s COVID-19 risk assessment dashboard.

What are colleges required to do under the higher education proclamation and the Healthy Washington plan?

Below is a summary of key mandates colleges and universities must follow under Proclamation 20-12.2 and the Healthy Washington plan.

- Develop a safety plan and modify the plan as needed to keep up-to-date with COVID-19 safety requirements. Communicate the most recent version of the plan to students, faculty and staff and provide contact information for people to report complaints or violations.
- Post signs at entry points that let people know of their shared responsibilities to protect the campus community. Signs should address proper hygiene and sanitation, physical distancing, use of personal protective equipment, and staying home if feeling sick. The signs should include contact information for people who have concerns or questions.
- Require students, faculty and staff to self-certify that they have not experienced COVID-19 symptoms since their last visit to campus.
- Keep a log of people who come to campus, following state guidelines.
- Educate students, faculty and staff on how to detect symptoms and avoid high-risk situations.
• Limit or prohibit visitors to campus.

• Whenever possible, maintain six feet of physical distancing in busy areas like classrooms, hallways and common areas.

• If 6-foot distancing is not possible:
  o Implement engineering or administrative controls to minimize exposure.
  o As appropriate or required, provide students, faculty and staff with personal protective equipment such as masks, gloves, goggles or face shields. (Note: Gov. Inslee issued a separate proclamation requiring all Washington residents to wear masks, including students.)

• Sanitize high-touch surfaces, and, where safe and applicable, use disposable gloves or other personal protective equipment to prevent transmission of the virus.

• Provide equipment and supplies for hand washing and cleaning, and develop policies around those needs.

• Identify alternative arrangements for personnel (including student workers) upon request, including employees who refuse to come to work due to concerns related to campus safety. Educate employees about COVID-19, including how to prevent transmission, and about leave benefits and policies.

• Develop response protocols for students, faculty and staff who have the virus, have been exposed to the virus, or who are showing symptoms of the virus. The protocols must require that students and personnel self-quarantine or isolate according to public health guidelines.

• **For colleges that operate student housing:**
  o Colleges must provide quarantine and isolation housing and services for people who live in college-operated housing and let them know about these options. Examples of support services are food and drink, basic supplies and internet access.
  o Colleges must assign a person to be on-site at all times to monitor compliance with the safety rules.
  o Indoor social gatherings are prohibited under phase 1 of the Healthy Washington plan. In phase 2, indoor gatherings of up to five people are allowed from outside a household, with a limit of two households.

  The proclamation includes additional requirements for Greek housing and university-style dorms.

• **For campus food services:**
  o Campus food services follow the higher education proclamation. The proclamation requires colleges to separate people by six feet (basically, one person per table), unless the diners are family members or already live together. Colleges must also limit capacity at 50%. It is virtually impossible for colleges to monitor whether diners live together, so SBCTC highly recommends colleges make it standard practice to allow only one diner per table.
Also follow other health and safety the guidelines in the higher education proclamation: place floor markings to promote physical distancing, post signs reminding visitors of safety protocols (such as maintaining a 6-foot distance, using a mask, and using hand sanitizer), and require customers to wear cloth face coverings when they’re not eating. Routinely sanitize high-touch surfaces and common areas (door handles, points of sale). Restrict cash payments; allow payments only by card or in other ways that don’t require physical contact.

Additionally, follow the health and safety guidelines for public restaurants (which generally track closely with the proclamation anyway).

Are there limits to class sizes and labs?
No, classes are instructional, therefore, they fall solely under the higher education proclamation.

The proclamation places no size limits on classes or associated labs. However, classes and labs are subject to standard safety protocols, which include social distancing, cleaning, and use of masks or other personal protective equipment.

Are colleges required to limit in-person student services?
Neither the higher education proclamation nor the governor’s Healthy Washington plan specifically address student services. Consistent with the higher education proclamation’s guidance on instruction, SBCTC recommends colleges keep all student services online unless in-person contact is needed for an individual student. When providing in-person service for an individual student, SBCTC recommends colleges provide service-by-appointment, following all the health and safety protocols such as distancing, cleaning, face coverings and health attestations.

Can faculty/staff “gather” in small department meetings?
Faculty/staff meetings do not fall under the higher education proclamation because they do not provide direct instruction or service to students. These meetings should comply with gathering-size limits in the Healthy Washington plan:

- Under phase 1: Indoor gatherings are prohibited.
- Under phase 2: Indoor gatherings are limited to no more than five people from outside a household, with a limit of two households. The 2-household limit, in effect, limits indoor meetings to two people since meeting attendees typically live in separate households.

Can libraries remain open?
For libraries, the Healthy Washington plan does not differentiate between phase 1 and phase 2. Libraries must have a COVID-19 supervisor in each building. According to the plan, libraries should provide service through the mail or curbside service as much as possible. In-person service is limited to 25% capacity.

The plan discourages libraries from using group meeting or study spaces, but does allow COVID-19 supervisors to open those spaces to small group meetings of up to five people per group.
What about computer labs?

Computer labs are considered instructional spaces — even those housed in libraries. As such, they may remain open under the higher education proclamation and are not subject to gathering-size limits. (SBCTC recommends sectioning off computer labs in libraries to create a clear distinction between the two areas.)

Computer labs are subject to the other standard safety protocols, which include social distancing, cleaning, and use of masks or other personal protective equipment.

What about choir, band and orchestra?

The Healthy Washington plan includes guidance for theater and the performing arts. Generally, for phase 1, the Healthy Washington plan allows rehearsals only — not performances or recitals. Phase 2 allows rehearsals, performances and recitals according to detailed safety and health protocols.

Performing arts centers may be rented to visiting groups, artists and musicians. However, venues must have a safety plan, inform patrons of the safety rules before they arrive, and post safety signs. Performers must follow all requirements associated with their activities — for example, an orchestra must follow the phased orchestra restrictions, and a choir must follow the phased choir restrictions. Trained staff or volunteers must be on-hand to encourage flow and physical distancing.

Are colleges required to limit social gathering sizes?

Yes, social gatherings are subject to gathering-size limits under the Healthy Washington plan.

Under phase 1:

- Indoor gatherings are prohibited.
- Outdoor gatherings are limited to 10 people from outside a household, with a limit of two households.

Under phase 2:

- Indoor gatherings are limited to five people from outside a household, with a limit of two households.
- Outdoor gatherings are limited to 15 people from outside a household, with a limit of two households.

May we rent out our conference center?

Colleges may rent out their conference centers provided they follow the Healthy Washington Plan’s phased guidance for miscellaneous venues:

For phase 1, the plan prohibits in-person business meetings, but it allows professional testing and training that cannot be performed remotely. The plan also allows indoor retail events like exhibitions. Each meeting room is limited to 25 percent capacity or 100 people, whichever is fewer (excluding staff).

For phase 2, the plan allows in-person business meetings plus everything else allowed in phase 1. Each meeting room is limited to 25 percent capacity or 200 people, whichever is fewer (excluding staff).

In both phases, the capacity limits are higher for very large venues over 100,000 square feet.
Weddings, funerals and religious services are also allowed but must follow the restrictions related to those activities.

At least one COVID-19 program supervisor must be present during every event to make sure safety protocols are followed.

For performing arts centers, see page 5 guidance on choir, band and orchestra.

What are the rules for campus food services?

Please see page 4 for rules around campus food services.

Our college has a culinary-program restaurant for the public. Which protocols should we follow?

Several colleges operate culinary-program restaurants that are open to the public. The purpose of these programs is to give students real-life experience in a restaurant setting, therefore, these restaurants should follow Gov. Inslee’s Healthy Washington plan. The plan prohibits indoor dining in phase 1, and allows indoor dining in phase 2 but only at 25% capacity. In both phases, the table size is limited to six people per table from no more than two households.

Our college offers personal services to the public. Which protocols should we follow?

Several colleges offer personal services — such as cosmetology, hairstyling or esthetician services — to the public as part of the hands-on training within their workforce programs. The purpose of these programs is to give students real-life experience in the personal-service setting, therefore, these services should follow the guidelines for personal services under Gov. Inslee’s Healthy Washington plan. For both phase 1 and phase 2, the plan limits client occupancy at 25% or lower. Clients who have appointments should self-screen for signs and symptoms of COVID before arriving. “Walk in” customers are allowed, but they need to wait outside and call to see if any times are available and also answer questions about their health and possible COVID-19 exposure. Strict health and safety protocols apply in all cases.

What About Intercollegiate Athletics?

NWAC Washington member colleges participating in practice and/or competition must follow the Healthy Washington plan in conjunction with NWAC Health and Safety Policies. NWAC Health and Safety Policies are in compliance with the Healthy Washington plan and are the primary source of information and direction for NWAC member colleges.

Per NWAC policy:

- There will be no tournaments for any NWAC sport until further notice.
- No overnight travel unless approved by presidents of each school participating and the NWAC office.
- No spectators are allowed at any NWAC member college athletic event. (Healthy Washington plan and NWAC Health and Safety Policies)
Are There Limits for Campus Fitness Centers?

Campus fitness centers should follow Gov. Inslee’s Healthy Washington plan:

- **For phase 1,** the plan sets an occupancy limit of 500 square feet per person. People may use the facility for less than one hour at a time. This time limit also applies to one-on-one instruction and group instruction classes. If the facility is not staffed, the limit is one person per room, scheduled in advance, and for no longer than 45 minutes.

- **For phase 2,** the plan allows facilities to operate at 25% capacity. (There are no limits on time or square footage.) If the facility is not staffed, the limit is one person per room or up to four people from the same household, scheduled in advance.

The plan includes other detailed safety protocols, including requiring face coverings at all times and positioning equipment so people aren’t facing each other.

Can Intercollegiate Teams Train/Work Out in Campus Fitness Centers?

NWAC member colleges may choose, at their own discretion, to open fitness centers for student-athletes who are members of the athletic teams to train and condition, provided member colleges comply with the health and safety standards in the Healthy Washington plan and the NWAC Health and Safety Policies.

What are the Rules for Resuming Intercollegiate Athletics?

For the most up-to-date information regarding the resumption of athletics, please talk to your athletic director about the NWAC’s (Northwest Athletic Conference) Return-to-Play Guidelines.

When are students, faculty and staff eligible for vaccines?

The Department of Health has created two new tools to help the general public find out which vaccination phase they’re in:

- Washington’s COVID-19 vaccine phases illustration
- Phase Finder

Many colleges have asked whether our health care faculty and students qualify under the A1 and A2 vaccination schedule, and whether our entire faculty will qualify under phase B2 like K-12 teachers and staff.

The Department of Health has advised SBCTC that our faculty and staff are prioritized with people in the community doing similar high-risk, in-person activities where it is difficult to maintain six feet of physical distancing. Examples include nursing faculty and students engaged with direct patient care, student teachers, and campus child care workers engaged with providing child care.

In general, though, higher education faculty and staff will not be treated the same way as K-12 schools because people in schools are more likely to have closer, physical contact with students.

The Department of Health has also advised SBCTC that the goal is to vaccinate 70% of adults by June.
On Jan. 19, Gov. Inslee announced that Washington state would immediately enter phase B1 and include people who are 65 and older (previously it was 70 or older). This decision follows guidance released by the CDC on Jan. 12.

**What about travel?**

The CDC has issued an order requiring all air passengers arriving to the US from a foreign country to get tested no more than three days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight.

For interstate travel, Gov. Inslee’s public travel advisory remains in effect. The advisory recommends a 14-day quarantine for people travelling to Washington from other states, including Washingtonians who are coming home from a trip elsewhere.

**Are colleges still required to have a COVID-19 safety supervisor with designees in each learning space?**

Unlike the original safety protocols of spring 2020, the higher education proclamation does not require COVID-19 safety supervisors in each learning space. The guidance document does, however, recommend identifying people in charge of COVID-19 safety. Colleges that operate student housing must have a COVID-19 safety monitor on site at all times.

**Are temperature checks still required before people come to campus?**

The higher education proclamation does not require temperature checks before people come to campus. The proclamation does, however, require colleges to have their students, faculty and staff self-certify that they have not experienced COVID-19 symptoms since their last campus visit. Many colleges are choosing to enforce temperature-checks either at home or on campus.

**Where can I find more information?**

**COVID-19 safety rules**

Visit the following websites for more COVID-19 safety information.

- [Higher education proclamation 20-12.2](https://bit.ly/2HaJ7T2)
- [Gov. Inslee’s face mask requirement](https://bit.ly/2YxGRuS)
- [CDC guidelines for cleaning and disinfecting](https://bit.ly/31k5JYX)
Requirements for colleges as employers

As employers, colleges must follow all of the employee safety rules that existed before the COVID-19 pandemic plus new requirements specific to COVID-19.

Begin by reviewing:

- The employee section of higher education proclamation 20-12.2: https://bit.ly/2HaJ7T2

Then follow more specific guidance from the Department of Labor & Industries:


Department of Health Workplace and Employer Resources and Recommendations: https://bit.ly/2VhEg6c

Gov. Inslee’s face mask requirement for employees: https://bit.ly/2YxGRuS

- Clarification that employees should wear face masks – not shields – unless they have a medical accommodation: https://bit.ly/3k2aVXh


- Example risk assessment used by UW: https://bit.ly/2VIQ3k0

Also feel free to email Carli Schiffner, SBCTC’s deputy executive director of education, at cschiffner@sbctc.edu