

# COVID-19 RESPONSE PLAN

Guidance for the Conduct of In-Person Instructional and  
Research Activities at Clatsop Community College

*Last edited: Sept 23, 2022*



**Clatsop  
Community  
College**

## Table of Contents

|   |    |
|---|----|
| APPLICABILITY.....  | 3  |
| KEY PRINCIPLES.....   | 3  |
| STANDARDS .....   | 4  |
| General requirements .....                                      | 4  |
| Entry and self-screening .....                                  | 4  |
| Isolation Measures .....  | 5  |
| Health-related communication .....                              | 5  |
| Hand hygiene and respiratory etiquette .....                    | 7  |
| Faculty and staff .....   | 7  |
| General facilities .....  | 8  |
| Instructional Activities .....                                  | 8  |
| Research Activities.....  | 9  |
| Residential Activities.....                                     | 9  |
| COMPLAINT PROCESS.....  | 10 |
| Education .....   | 10 |
| Minimizing obstacles to compliance .....                        | 10 |
| Process for submitting a complaint.....                         | 10 |
| Timelines for investigating and responding to complaints .....  | 10 |
| Complaint Resolution Process.....                               | 11 |
| RESOURCES.....  | 12 |
| APPENDIX A: High Touch Area Decal.....                          | 13 |
| APPENDIX B: CDC Germs Sign.....                                 | 14 |
| APPENDIX C: CDC Guidance.....                                   | 15 |
| APPENDIX D: Cleaning and Disinfecting Plan and Procedures ..... | 16 |
| Overview.....   | 16 |
| Common Areas .....  | 16 |
| Office Spaces.....  | 16 |

|  |    |
|--|----|
| Classroom Cleaning Kit .....                   | 16 |
| Hand Sanitizing .....                          | 16 |
| Staffing .....                                 | 17 |
| General Cleaning Procedures.....               | 17 |
| Enhanced Cleaning for Prevention .....         | 17 |
| Specific Daytime Cleaning Requirements.....    | 17 |
| Specific Nighttime Cleaning Requirements ..... | 17 |

## APPLICABILITY

Clatsop Community College operates under ORS chapter 341.

## KEY PRINCIPLES

### Reducing potential exposures

The mainstays of reducing exposures to the coronavirus and other respiratory pathogens are:

1. Physical distancing — minimizing close contact (<3 feet) with other people
2. Hand hygiene — frequent washing with soap and water or using hand sanitizer
3. Cohorts — conducting all activities in small groups that remain together over time with minimal mixing of groups
4. Protective equipment — use of face coverings that cover the nose and mouth, barriers, etc.
5. Environmental cleaning and disinfection — especially of high-touch surfaces
6. Isolation of those who are sick and quarantine of those who have been exposed and not vaccinated
7. With the above considerations foremost, outdoor activities are safer than indoor activities.

Clatsop Community College has the flexibility to determine how and when students and employees interact while conducting college business and classes, but must meet, at a minimum, the public health requirements contained in this document. The College is aware that many students have been attending face to face classes all along.

Clatsop Community College will determine the need for remote work and classes and the resumption of on-site operations which will be informed by local circumstances in Clatsop County and regional readiness, in consultation with the Clatsop County Public Health Authority.

Clatsop Community College shall provide the greatest level of choice and flexibility to equitably support student access and success in their education while minimizing risks to students and staff.

# STANDARDS

## General requirements

Clatsop Community College shall:

- Follow OSHA and county guidance on COVID-19.
- Encourage students, staff, faculty, and other community members to follow Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.
- Recommend face coverings for high risk persons or persons caring for high risk individuals
- Encourage COVID-19 vaccinations and boosters for employees and students, especially if interacting on campus.
- Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as appropriate cleaning procedures; and quarantining for illness among symptomatic students, staff, and faculty as more fully described in this document.
- Make reasonable accommodations for students and employees who have documented needs to continue with remote modality.
- Follow the relevant OHA guidance for the respective sector for Clatsop Community College bookstore, Bandit Café, or other functions that are not addressed in this standards document.
  - Bookstore guidance – The bookstore will follow county COVID-19 guidelines for indoor retail.
  - The Bandit Café is operated by a private contractor and will follow county guidance for restaurants and other food service establishments.
- Work with Clatsop County Department of Public Health to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

## Entry and self-screening

Clatsop Community College shall:

- Allow campus spaces and buildings to be open for general college use. Clatsop Community College may allow campus use for authorized community activities, if they can adhere to the requirements in this or other applicable guidance.
- Strongly advise students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day by washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
- Require students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to a campus. Instruct students, faculty, and staff to stay at their residence if they have COVID-19 symptoms. Self-screening tools can be found online from the [Mayo Clinic](#) and from the [CDC](#). COVID-19 symptoms are as follows:
  - Primary symptoms of concern are cough, fever or chills, shortness of breath, or difficulty breathing
  - The following emergency signs and symptoms require immediate medical attention:
    - Trouble breathing
    - Persistent pain or pressure in the chest
    - New confusion or inability to awaken
    - Bluish lips or face
    - Other severe symptoms

- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific. More information about COVID-19 symptoms is available from CDC [here](#).
- Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline symptoms should not be restricted.

## Isolation Measures

Clatsop Community College shall take steps to minimize the spread of COVID-19 by having measures in place for isolation of persons with symptoms and for those who have been exposed to a positive case of COVID-19:

### Experiencing Symptoms:

- Students are to report illness to their instructor(s) or email Human Resources Director, Desiree Noah, at [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu).
- Employees are to report illness to their supervisor or Human Resources Director, Desiree Noah, at [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu).
- If experiencing symptoms, the person should immediately return to their place of residence. The person should seek medical care if needed and COVID-19 testing from their regular health care provider or through the Clatsop County Department of Public Health. They should follow instructions from Clatsop County Department of Public Health regarding isolation.
- Individuals with COVID-19 are still recommended to stay at home for five days, then wear a mask for an additional five days when they are around other people. Schools will continue to exclude students from school for five days if they have symptoms or a known case of COVID-19.

### Exposed to a Positive COVID-19 Case:

- Quarantine requirements are lifted for most populations exposed to COVID-19. Most people do not need to quarantine when exposed to someone with COVID-19. You still must stay away from others if you test positive for COVID-19 or have COVID-19 symptoms after exposure.

## Health-related communication

Clatsop Community College shall:

- Advise faculty and staff that working while ill is not permitted.
  - Messaging from Human Resources as well as Communications and Marketing will be sent prior to the start of each term to employees of Clatsop Community College that includes the information that working on campus while ill is not permitted.
- Advise students, faculty, and staff to stay at their place of residence if they have an illness with COVID-19 symptoms. See “Entry and self-screening”, above.

- Messaging from Human Resources, as well as, Communications and Marketing will be sent to students and employees of Clatsop Community College that includes the information to stay at their place of residence if they have an illness with COVID-19 symptoms.
- CDC flyers posted in common spaces of campus and in restrooms advising students and employees with symptoms to stay home.
- Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.
  - Decals will be posted on all campuses at building entrances and bathroom entrances stating “high touch areas-wash hands often” (See [APPENDIX A: High Touch Area Decal](#))
  - Flyers in bathroom stalls on all campuses educating on Germ Spread (See [APPENDIX B: CDC Germs Sign](#))
  - Flyers by sinks in bathrooms describing CDC standards of washing hands and other safety practices. (See [APPENDIX C: CDC Guidance](#))
- Provide ongoing guidance to custodial staff on cleaning protocols and COVID-19 safety requirements.
  - Facilities Management and Planning shall provide ongoing training to custodial staff on cleaning protocols and products in accordance with CDC and OSHA guidance related to COVID-19. Additional guidance will be provided as new information becomes available. (See [APPENDIX D: Cleaning and Disinfecting Plan and Procedures](#))
- Develop communication to faculty and staff to be shared at the start of each term and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
  - The Director of Communications and Marketing will continue to use the CCC COVID-19 website and email communications to distribute updates to employees and students. Communications will be provided at the start of each term and at periodic intervals as appropriate, to describe infection control measures the College is implementing to prevent spread of disease.
  - Communications will be sent out to inform CCC employees of updates to any CDC and county guidelines and how it applies to the college.
  - Refer to the [CCC COVID-19 webpage](#) for updates and log of previous messages.
- In partnership with Clatsop County Department of Public Health, the Director of Communications and Marketing will develop and enact protocols when needed for communicating immediately with students, faculty, staff, and the community in the case of a surge in COVID-19 cases at the college which will include a description of how the institution is responding.
  - Protocol:

- Clatsop County Department of Public Health notifies the College of a positive case or the Human Resources Director is notified of a positive case from a direct campus source.
  - Human Resources Director starts protocol for close/sustained contact
  - Communications Office sends out College wide messaging, when needed, and updates COVID-19 webpage with current information.
- Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to our campus community.
  - CDC flyers posted are in both English and Spanish.
  - Information posted on the COVID-19 webpage on the CCC website is able to be translated via google translate. Assistance with Spanish translation is available through the Welcome Center.

### Hand hygiene and respiratory etiquette

Clatsop Community College shall:

- Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.
  - Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
  - Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a face covering. Tissues should be disposed of and hands washed or sanitized immediately.
- Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students to use hand sanitizer on entry and exit of buildings.

### Faculty and staff

Clatsop Community College shall:

- Clatsop Community College does not employ any health care providers therefore the requirement for PPE for health care providers does not apply. As appropriate, CCC will provide face coverings, shields, N95 masks, gloves, and protective clothing for personnel who might interact with ill staff or students. Clatsop County Department of Public Health can help if colleges and universities are unable to obtain PPE through usual channels.
- Make available disposable face masks for use by faculty, staff, and students as necessary.
- Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill.
  - The College will review all pertinent policies and procedures and expedite their review and approval by Cabinet, College Council, the Board Policy Committee, and ultimately the Board of Education.

## General facilities

Clatsop Community College shall:

- Clean and disinfect facilities in accordance with CDC standards. See [APPENDIX D: Cleaning and Disinfecting Plan and Procedures](#).
- Open windows and doors where feasible to reduce recirculation of air and transmission of airborne pathogens.

## Instructional Activities

For all *general* instruction offered by Clatsop Community College for courses that lead to a certificate or degree:

- In-person classroom instruction will follow county COVID-19 guidance. Increased fresh air ventilation of classroom spaces will be promoted and facilities maintenance will be notified of room use schedules. Signage regarding optional face coverings will be posted on all Clatsop Community College campuses.
- As of 3/19/22, face coverings are optional in indoor settings for all students, staff, and faculty in accordance with Clatsop County Department of Public Health, OHA, and CDC guidelines.
- Individual employees may request that others wear face coverings when interacting in their immediate work space. Disposable masks, and signage will be provided to post in those spaces.
- Face coverings are recommended for high risk persons or persons caring for high risk individuals

## Physical Education Instruction

Overview for Patriot Hall, Physical Education and Health Instruction:

- Use of Patriot Hall and physical education facilities will be open to the general public.
- Air circulation will be increased when possible.
- All equipment should be cleaned between uses by participants.
- Sanitation wipes will be provided for participants to assist in cleaning equipment.
- Hand sanitizer will be provided for all individuals.
- Encourage individuals to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after each gym session as well as several times during the session.

Signs will be posted in English and Spanish (whenever possible) throughout the building regarding the following topics:

- Washing hands
- Covid-19 symptoms and requirements to isolate when necessary
- Wearing of face masks is optional
- Wiping down equipment

## Career and Technical Education (CTE) Instruction



- In-person CTE instruction will adhere to General Instruction guidelines as well as industry safety standards where applicable.

#### Health Professions Instruction in Fields Leading to Certificates and Degrees

- In-person Health Professions Instruction will adhere to General Instruction guidelines as well as industry safety standards where applicable.

#### Library and Learning Commons

The Dora Badollet Library is open to support classes. Writing help, printing and laptop computers is available for students. Full service throughout the entire Library & Learning Commons coincides with the regular, in-person class schedule of the term.

Persons having questions about or a request for special needs and accommodation should contact Desiree Noah, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 103, [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu) 503-338- 2450; TDD 503-338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

#### Research Activities

Clatsop Community College's research partners including but not limited to NOAA, Oregon State University (OSU) and the Columbia River Intertribal Fish Commission (CRITFC); shall ensure the following for research activity:

- On campus research offices will adhere to the same standards set forth for all Clatsop Community College staff and faculty offices.
- Off campus research utilizing M/V FORERUNNER when students are present will be determined appropriate by the vessel captain and adhere to the same standards set forth for all Clatsop Community College. When students are not present for off campus research, the number of researchers allowed on the vessel will be determined by the vessel's Certificate of Inspection and the vessel captain. If at any time the captain does not believe the research cruise can be safely conducted under Clatsop Community College standards his decision is final.
- When returning a vehicle, research partners will note the mileage and gas level in the vehicle log and wipe down areas that were touched, such as steering wheels and door handles, with disinfectant.
- Human subjects research is not performed by Clatsop Community College or its partner institutions at Clatsop Community College locations and, thus, is not outlined in this plan.

#### Residential Activities

Clatsop Community College does not have residential services.

## COMPLAINT PROCESS

Clatsop Community College has established a complaint process specific to this plan's enforcement and compliance. The process utilizes the following key principles:

- Education of individuals regarding requirements shall be the first step in any enforcement and compliance action.
- Proactively minimizing obstacles to compliance such as availability of personal protective equipment, arrangement of furniture, and other modifications of procedures and facilities in order to encourage compliance shall be utilized to the greatest extent possible.
- The process for submitting a complaint shall be easily accessible and widely known.
- Timelines for investigating and responding to complaints shall be as short as possible.
- Complaints regarding actions of individuals shall be resolved through familiar and pre-existing processes whenever possible and utilizing pre-existing policy and contract authorities.

### Education

In addition to the items contained in the communications portion of this plan, when an encounter is required with an individual whose actions are not in compliance with this plan, the individual shall first be verbally informed of the requirement that they are in noncompliance with, and given the opportunity to comply with the plan. This may include informing an individual exhibiting symptoms of COVID-19, informing them that they must leave the college premises and offering to provide appropriate notifications to supervisors, faculty, etc. as appropriate. Additionally, all members of the campus community shall be provided with scripts and other information so that they can assist with encouraging compliance with the college's plan.

### Minimizing obstacles to compliance

In addition to facility modifications, faculty and staff will be encouraged to review processes and policies that require students and colleagues to be in close proximity to each other or create conflicting motives. These obstacles can include "no miss" classroom attendance policies which encourage students to attend class, even when sick, and business processes that require in-person interactions or create disincentives for utilizing virtual interactions with staff (e.g. the time delay involved in mailing a physical form for a time sensitive matter).

### Process for submitting a complaint

Complaints may be submitted via e-mail at [dnoah@clatsopcc.edu](mailto:dnoah@clatsopcc.edu), in person in the Human Resources Office, or via phone at (503)338-2450. The method of submitting complaints shall be posted prominently on campus as part of the educational materials.

### Timelines for investigating and responding to complaints

Complaints shall be investigated in an expedited manner with a targeted maximum turnaround time of 1 business day between receipt of the complaint and the start of the implementation of a resolution. Complaints regarding personnel that result in discipline may take longer in order to complete the resolution process,

however the respondent should be made aware of the complaint and any findings of merit within 1 business day.

### Complaint Resolution Process

While complaints against individuals shall follow expedited processes for investigation and initial notification, complaints that may result in discipline will utilize the processes established in the student code of conduct, and the collective bargaining agreements as applicable. For non-represented employees, the Full Time Faculty contract shall provide a template for the complaint resolution process with the exception of the provision of a union representative. This approach will allow for familiar processes and ensure that due process requirements are met for any potential discipline.

Complaints regarding facilities or unsafe conditions will be reported immediately to the facilities director who will attempt to resolve the issue through facilities modification, change in usage pattern, or other actions consistent with the facilities portion of this plan. Complaints regarding business processes/policies, etc. will be brought to the official responsible for managing the relevant business processes or policies and suggestions for modification will be provided. Where policies or business processes can be reasonably modified they should be.

## RESOURCES

1. Oregon Guidance on Covid-19 <https://govstatus.egov.com/OR-OHA-COVID-19>
2. CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#section3>
3. American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation: <https://www.ashrae.org/technical-resources/resources>
4. OHA COVID-19 signs and documents <https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>
5. Clatsop County Covid-19 Guidance and Updates <https://www.co.clatsop.or.us/publichealth/page/covid-19-news-information>
6. Oregon Guidelines on Reporting Covid-19 Cases <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1233>
7. Clatsop County Public Health <https://www.co.clatsop.or.us/publichealth>
8. Pacific County Public Health Covid-19 Information <https://www.pacificcountycovid19.com/index.html>

## APPENDIX A: High Touch Area Decal



# APPENDIX B: CDC Germs Sign

 Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.

For more information visit [oregon.gov/health/coronavirus](http://oregon.gov/health/coronavirus)

**Oregon Health Services**

Get this document in other languages, large print, braille or a format you prefer. Contact Oregon Health Services, Department of Health Services, Division of Acute and Communicable Disease Prevention at 971-673-1111 or email [ACDP@dhsoha.state.or.us](mailto:ACDP@dhsoha.state.or.us). We accept all relay calls or you can dial 711. OH 2021 0201


**EMPLOYEES:**  
Naomi Garbutt  
503.338.2450  
Towler Hall, RM 110  
[ngarbutt@clatsopcc.edu](mailto:ngarbutt@clatsopcc.edu)

**IN AN EMERGENCY CALL 911**


97103 | [www.clatsopcc.edu](http://www.clatsopcc.edu)  
Accessibility: ADA, 504, 508. For the complete list visit [www.clatsopcc.edu/ada](http://www.clatsopcc.edu/ada)  
Open to all. We do not discriminate on the basis of race, sex, age, disability or other characteristics. For more information visit [www.clatsopcc.edu/ada](http://www.clatsopcc.edu/ada)

# GERMS

are all around you.



Stay healthy.  
Wash your hands.



## APPENDIX C: CDC Guidance



# Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
please leave the building and contact your health care provider.  
Then follow-up with your supervisor.

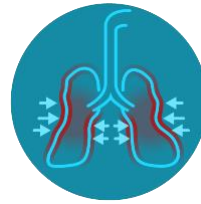
DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS OF  
BREATH



CS38123-A March 22, 2020 5:14 PM

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

# APPENDIX D: Cleaning and Disinfecting Plan and Procedures

June 29, 2021

## Overview

Clatsop Community College is committed to creating and maintaining a campus environment that is conducive to teaching and learning, and applicable safety guidelines are established and maintained. The cleaning and disinfection plan is based on three principles.

1. Creating spaces that are equipped to provide the best possible environment for teaching and learning
2. Ensuring common and classroom spaces are cleaned and disinfected nightly, using approved materials, with a consistent level of detail
3. Continuous monitoring to ensure cleaning protocols are enforced

For this plan, any reference to "Campus" refers to the South County Center, the Lexington Campus, and the MERTS Campus unless otherwise specified.

## Common Areas

Common areas are cleaned each night. Hand sanitizer dispensers are located at the entrance to each building.

## Office Spaces

The occupant will generally clean office spaces. Each night the Janitorial Staff will empty trash and vacuum, but desks, keyboards, etc. will be disinfected by the owner.

Cleaning materials will be available and regularly resupplied in common-area supply cabinets or other storage areas near the work areas.

## Elevators

All elevators on campus will function as normal.

## Classroom Cleaning Kit

Each classroom will be stocked and regularly resupplied with a classroom cleaning kit. The contents of the package will include:

1. 5 Disposable face coverings in a single container.
2. 1 Spray bottle full of disinfection cleaning solution
3. Quantity of dry-cleaning cloths

## Hand Sanitizing

Touchless hand sanitizing stations will be located throughout each building. At a minimum, touchless dispensers will be located at each entrance to occupied buildings, within each designated classroom, at the doors to restrooms, and within office common-areas. Hand sanitizer will be replenished as required throughout the day as a normal part of the daily Janitorial program.



## Staffing

The night cleaning crew will continue providing overnight cleaning of all occupied spaces, including the South County Center, the Lexington Campus, and the MERTS Campus.

The daytime janitorial staff will continue to serve as the liaison between the day janitorial crew and the night janitorial crew to maintain continuity of effort.

## General Cleaning Procedures

In compliance with current public health recommendations, Clatsop Community College is taking measures to reduce the spread of COVID-19, which includes the following cleaning procedures.

## Enhanced Cleaning for Prevention

### General guidance

- a. Facilities Staff will continue with cleaning and disinfecting each night, focusing on high-touch surfaces, such as public restrooms, exercise rooms, buttons, handrails, tables, faucets, doorknobs, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

## Specific Daytime Cleaning Requirements

Daytime regular operating hours will be 8:00 am to 5:00 pm Monday thru Friday, except for regular closures and Holidays. The daytime cleaning protocol intends to provide light cleaning with particular attention to high touch areas.

- a. Staff working within their offices will be responsible for cleaning and disinfecting their own office space.

## Specific Nighttime Cleaning Requirements

Nighttime regular operating hours will be 10:00 pm to 6:00 am Sunday thru Thursday, except for regular closures and Holidays. The nighttime cleaning protocol intends to provide deep cleaning for all occupied areas of the campus.

- a. Each night individual office trashcans will be emptied, and carpet vacuumed as required. Disinfection of desks, keyboards, etc. remain the responsibility of the office occupant.
- b. Facilities staff will clean each operating classroom, including all work surfaces, chairs and verify stock of disinfection materials and restock as required.
- c. Facilities staff will clean all restrooms and resupply as required.
- d. Facilities staff will clean all common areas.