Southwestern Michigan College
COVID-19 Preparedness and Response Plan

As of July 6, 2021
Southwestern Michigan College ("the College") institutes this COVID-19 Preparedness and Response Plan ("Plan"). The College aims to protect its community (students, employees, members of the public) by enacting all appropriate prevention efforts. The college is continually monitoring guidance from local, state, and federal health officials and implementing workplace, instructional, and campus housing modifications where appropriate.

In addition, the College has designated workplace coordinators in order to implement, monitor, and report on the COVID-19 control strategies it has developed. The College has enacted a phased approach (Appendix A) to reopening its campuses in order to provide for the safety of its community. Each phase incorporates the below mitigation efforts in various degrees and is designed to methodically reopen the campus while allowing for restrictions to be reenacted if necessary.

Employees, students, or members of the public with questions are encouraged to contact Lyndon Parrish, Director of Security and Conduct, via phone at 269-782-1321 and/or email at security@swmich.edu; housing students are encouraged to contact Jeff Hooks, Executive Director of Campus Life, via phone at 269-783-2159 and/or email at jhooks@swmich.edu.

Prevention Efforts and Workspace Controls

Training
The College will train all students and employees on the following:

- The proper use of personal protective equipment.
- Steps the student or employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe learning or working conditions.
- Measures and procedures the college is implementing to prevent student or employee exposure.
- Other state or federal recommended/mandated student or employee COVID-19 awareness material.

Cleanliness and Social Distancing
All employees are directed to report on-site unless prior authorization is obtained from their supervisor. For such workers, the College abides by the recommended safety measures and establishes the following:

- All persons shall be health screened using government-recommended procedures prior to entering campus buildings.
  - This screening shall take place in person, online, or via exterior building signage and may be amended as necessary.
- Campus buildings are now open, with restrictions, to students, all employees, and members of the public.
- In-person meetings may take place.
- Physical barriers may be placed in locations where employees must meet with the public/students.
- Employees should consider the use of virtual meetings for one-on-one student or authorized visitor meetings.
  - One-on-one meeting locations that provide mitigation barriers and allow for privacy shall be set aside for use when virtual meetings are not practical or available.
- Employees’ interactions with the general public may be modified to allow for additional physical space between parties.
• Signage encouraging hand washing will be posted throughout all buildings, bathrooms, and common areas.
• Face mask stations will remain in place and available to staff and students
In addition, the College is instituting the following cleanliness measures:
• Where possible, increasing ventilation rates and circulation throughout class and work sites;
• Performing routine environmental cleaning and disinfection, especially of common areas;
• Where available, providing hand sanitizer in high-traffic areas;
• Providing disinfecting supplies and requiring that employees wipe down their work stations at least at the beginning and end of each work day
It is suggested that students and employees minimize COVID-19 exposure by:
• Cleaning workspaces and high-touch surfaces at the beginning and end of each class or work shift;
• Avoiding, when possible, the use of other student’s or employees’ phones, desks, offices, or other work tools and equipment;
• Frequently washing hands with soap and water for at least 20 seconds;
• Using hand sanitizer when soap and water are unavailable;
• Avoiding touching their faces with unwashed hands;
• Avoiding handshakes or other physical contact;
• Avoiding close contact with sick people;
• Practicing respiratory etiquette, including covering coughs and sneezes with their arms;
• Immediately reporting unsafe or unsanitary conditions on the college premises to their supervisors;
• Complying with the college’s daily screening processes;
• Notifying the college and seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
• Complying with self-isolation or quarantine orders.

Supplemental Measures Upon Notification of Student or Employee’s COVID-19 Diagnosis and/or Symptoms
A person with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from campus.
In response to a confirmed diagnosis, within 24 hours the College will:
• Inform all students and employees, contractors, or suppliers with and near whom the diagnosed person was in contact of a potential exposure;
• Keep confidential the identity of the diagnosed/symptomatic person to the extent possible; and
• Conduct deep cleaning of the diagnosed/symptomatic student’s or employee’s workspace, as well as those common areas potentially infected by the student or employee.
• Complete an OSHA Form 300A “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.”
  ○ If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

Worker Exposure Classification
Employees’ “worker exposure” is classified as medium risk by the Occupational Safety and Health Administration’s guidance because they frequently and/or closely interact with the general public.
Given this classification, the College provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

Identification and Isolation of Sick and/or Exposed Students or Employees
Risk and exposure determinations are made without regard to students’ or employees’ protected characteristics, as defined by local, state, and federal law.
Any health-related information and documentation gathered from students or employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from students’ or employees’ personnel documentation.

Student and Employee Self-Monitoring
Students and employees who meet the following conditions should not report to work or in-person classes and, upon notification to the College, will be asked to quarantine themselves:
- Students or employees who display COVID-19 symptoms, whether or not accompanied by a formal COVID-19 diagnosis;
- Unvaccinated students or employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Unvaccinated students or employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms.
Such students or employees may only resume in-person work or class attendance upon meeting all return-to-campus requirements, as defined below.

Daily Screenings
To prevent the spread of COVID-19 and reduce the potential risk of exposure, the College currently screens students and employees on a daily basis via the #CampusClear mobile app or web portal. Details about this process can be found at https://www.swmich.edu/campusclear.
Students or employees answering “yes” to any of the questions will trigger a confidential notification through the app to the COVID-19 Response Team, who will contact the person for information and to provide guidance on next steps.

Return-to-Campus Requirements
Students or employees who were themselves diagnosed with COVID-19 may only return to campus upon confirmation of the cessation of symptoms and contagiousness, per the SMC Guidelines for Return to Campus.
Employees are typically required to submit a release to return to work from a health care provider; given the current stressors on the healthcare system, the college may accept written statements from employees confirming all the factors supporting their release.

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19
Employees may be eligible for paid and unpaid leaves of absence.
Employees may be permitted to use available paid time off provided under college policy, concurrently with or to supplement any approved leave.

Unemployment Compensation Benefits
Under the federal CARES Act, unemployment compensation benefits may be expanded in terms of eligibility, amount, and duration.
Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits.

FMLA and ADA
Employees may be entitled to unpaid leave under the Family and Medical Leave Act (FMLA) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.” The College is also mindful of its obligations under the Americans with Disabilities Act (ADA). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the College engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

**Plan Updates and Expiration**
This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the College will update this Plan and its corresponding processes. This plan will expire upon conclusion of its need, as determined by the College and in accordance with guidance from local, state, and federal health officials. Nothing in this plan shall supersede local, state, or federal law.

**Campus Housing Preparedness Considerations**

**Operational Capacity**
All Residence Life facilities will be capped at a maximum of 85% capacity until further notice. The remaining 15% of suites will be used as isolation spaces in the event a resident shows symptoms of or is diagnosed with COVID-19 by a health professional and is unable to isolate at their permanent home or residence.

**Training**
The College will train all housing residents on the following:
- The proper use of personal protective equipment,
- Personal space disinfecting methods and proper use of disinfectant materials,
- Steps the residents 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 living conditions,
- Measures and procedures the College is implementing to minimize student exposure, and
- Other state or federal recommended/mandated student COVID-19 awareness material.

**Testing Prior to Move-In**
All students living in campus housing for the Fall 2021 semester must either A) provide proof of vaccination, OR B) be tested on campus. For those being tested on campus, a negative COVID-19 test result is required prior to moving in.

**Cleanliness and Social Distancing**
Residents must abide by recommended social distancing and other safety measures and should abide by the following measures:
- All residential students shall be health screened using government-recommended procedures prior to entering campus residential buildings.
  - This screening shall take place in person, online, or via exterior building signage and may be amended as necessary.
- Unvaccinated residents are required to maintain social distance when entering and leaving their suites.
  - The College shall provide visual indicators of appropriate social distancing at building entrances in case of congestion.
- Residence halls will remain closed to all non-residents until further notice.
  - Residents will have access only to the residence hall to which they are assigned by the Department of Residence Life.
○ Visitors will not be allowed to enter any Residence Life facility unless it is determined to be a medical necessity (this should be coordinated with Residence Life and Disability Services ahead of time).
○ Parents/guardians will be allowed to visit with prior approval of the building RHM.

- Unvaccinated residents are encouraged to maintain physical distance at all times when in any Residence Life facility.
- The College shall restrict non-essential common spaces and provide visual cues and signage to guide movement and activity (e.g., restricting elevator capacity, single building entrance and exits, directional signage, etc).
- Non-essential travel between Residence Life facilities and permanent homes is highly discouraged.
- Signage encouraging hand washing will be posted throughout all Residence Life facilities including bathrooms and common areas.

In addition, the College is instituting the following cleanliness measures:
- Where possible, increasing ventilation rates and circulation throughout Residence Life facilities;
- Performing routine environmental cleaning and disinfection, especially of common areas;
- Where available, providing hand sanitizer in high-traffic areas;
- Providing disinfecting supplies and encouraging residents to wipe down their suites at least at the beginning and end of each day

Residents are expected to minimize COVID-19 exposure by:
- Cleaning high-touch surfaces after each use;
- Avoiding, when possible, the use of other residents’ phones, desks, computers, or other equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Using hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes with their arms;
- Immediately reporting unsafe or unsanitary conditions on the College premises to Residence Life staff;
- Complying with the College’s daily screening processes;
- Notifying the College and seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

Supplemental Measures Upon Notification of Resident’s COVID-19 Diagnosis and/or Symptoms
A resident with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately placed into isolation.

In response to a confirmed diagnosis, within 24 hours the College will:
- Inform all employees and residents with and near whom the diagnosed person was in contact of a potential exposure;
- Keep confidential the identity of the diagnosed/symptomatic resident to the extent possible; and
- Conduct deep cleaning of the diagnosed/symptomatic resident’s suite, as well as those common areas potentially infected by the resident.

All residents who resided in sustained, close proximity to the diagnosed/symptomatic resident will also be placed in quarantine until they are cleared to resume activities on campus or until they leave campus; however, if the resident chooses to leave campus while under quarantine or isolation they are not allowed back on campus until all Return-To-Campus requirements are met, as defined above.

Residence Life Scenarios
If a resident tests positive for COVID-19, the resident will be moved to an isolation suite. The student will have access to a single-user bedroom and a single-user bathroom. The resident will remain in isolation until they meet the Return-to-Campus requirements listed above. If an unvaccinated resident notifies staff that they have been in contact with someone who has tested positive for COVID-19, the resident and their non-vaccinated roommates will be quarantined in their current suite. The residents will remain in quarantine until they meet the Return-to-Campus requirements listed above. Should one of the residents test positive for COVID-19, they will be moved into isolation.

In all instances, Residence Life recommends that residents quarantine or isolate themselves at their permanent home or residence. Quarantine and isolation spaces will be provided by Residence Life in instances where this is not possible.

**In-Seat Instructional Preparedness Considerations**

**Disinfecting of Shared Workspaces**

The college shall provide disinfectant materials for workplaces (desks and tables).

**Hand Washing**

Hands must be washed for 20 seconds or disinfected after cleaning workspaces or after using shared items.

- Hand cleansing materials or time to use restrooms for this purpose will be made available.

**Privacy**

All shared personal information will be considered private and confidential. Identifying information will not be shared with anyone who is not directly responsible for the college’s response to the pandemic and/or health officials as required by law or executive order.