



Southwestern Michigan College COVID-19 Preparedness and Response Plan

As of September 8, 2020

In accordance with Michigan Executive Orders, 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. One designated coordinator shall remain on-site at all times when employees are present on campus.

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 with questions are encouraged to contact Human Resources via phone at 269-783-2110 and/or email at hr@swmich.edu. 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

Students may elect to enroll in online only, hybrid or in-person classes. Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only employees performing necessary work are directed to report on-site. For such workers, the College abides by the recommended social distancing and other 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.
- Face coverings are required and made available to all persons entering campus buildings.
 - Students and employees are required to wear face coverings upon entering a campus building, in shared spaces, for in-person meetings, in restrooms, in hallways and when they cannot consistently maintain six feet of person-to-person separation and/or barriers are not available.
- Students and employees are required to maintain social distance when reporting to and leaving from classrooms or workspaces.
 - Each building shall have designated public entries. Employees shall use entrances separate from these public entry points (when in use and so designated) in order to minimize congestion.
 - The College shall provide visual indicators of appropriate social distancing spacing at building entrances in case of congestion.
- Campus buildings are now open, with restrictions, to students, all employees and members of the public.
 - Visitors who arrive on campus to conduct college business may enter designated campus buildings upon screening, respecting social distance and mask use in buildings.
 - The times that each building is open to the public may be limited in order to provide for cleaning and disinfecting.
 - Appointments and virtual meetings are encouraged and/or required dependent on the Plan (see Attachment A).
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours.
- Employees' work stations should be no fewer than six feet apart.
- 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).
- All meetings are held remotely when possible and any in-person meetings shall only take place using social distancing guidelines and with the use of proper barriers such as masks.
- Social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office are prohibited.
- Physical barriers shall be placed in locations where employees must meet with the public/students.
- Employees should consider use of virtual meetings for most one-on-one student or authorized visitor meetings and are discouraged from meeting with the public in their personal office or work space without physical barriers in place.
 - 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 will be modified to allow for additional physical space between parties.
- The College may use flexible work hours, whenever possible, to limit the number of employees simultaneously working on-site.
- Non-essential business travel is postponed or cancelled until further notice.
- Signage encouraging hand washing, social distancing and mask use will be posted throughout all buildings, bathrooms and common areas.

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; and
- Deactivating all water fountain spouts.

Students and employees are expected to 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 with of a potential exposure;
- Notify the Cass/Van Buren Health Department
- Keep confidential the identity of the diagnosed/symptomatic employee 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.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee will also be removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as defined below.

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, [per Michigan Executive Order 2020-172, Section \(7\)\(a\)](#), whether or not accompanied by a formal COVID-19 diagnosis;
- 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
- Students or employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, [per Michigan Executive Order 2020-172, Section \(7\)\(a\)](#).

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.

Students or employees answering "yes" to any of the questions are also advised to use the Coronavirus Reporting form to report if you or someone you know is experiencing symptoms of COVID-19, has tested positive, or have been in close contact with someone who has tested positive.

Students or employees who develop symptoms during their class or work shift must immediately report this information to their professor, supervisor and/or Human Resources.

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.

FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act ("FFCRA").

Under the Emergency Paid Sick Leave Act ("EPSLA"), employees may request up to two weeks of paid leave for the following reasons:

- Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Advised to self-quarantine due to concerns related to COVID-19;
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
- Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; or
- Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3 above is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6 above is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

Unemployment Compensation Benefits

Under Executive Order 2020-57 and the federal CARES Act, unemployment compensation benefits are 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. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

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 will be required to submit negative COVID test results prior to moving in. Tests can be taken no earlier than August 20.

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.
- Masks are required and made available to all students entering into the residence halls.
 - Residents are required to wear masks upon entering a residential building, in public spaces, for in-person meetings, in restrooms, in hallways and when they cannot consistently maintain six feet of person-to-person separation and/or barriers are not available.
 - Residents are not required to wear masks when inside their assigned suite.
- 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.
- 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).
- In-person meetings shall only take place using social distancing guidelines and with the use of proper barriers such as masks.
- Non-essential travel between Residence Life facilities and permanent homes is highly discouraged.
- Signage encouraging hand washing, social distancing and mask use 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; and
- Deactivating all water fountain spouts.

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; and
- Wearing a mask whenever leaving their assigned suite (masks are not required to be worn inside a resident's suite).

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;
- Notify the Cass/Van Buren or Berrien Health Department
- 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 a resident notifies staff that they have been in contact with someone who has tested positive for COVID-19, the resident and their 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.

If a resident notifies staff that they have COVID-19 symptoms, the resident will be placed into an isolation suite until they can be tested. If the resident tests negative, they will be placed back into their original suite. If the resident tests positive, they will remain in isolation until they meet the Return-to-Campus requirements listed above.

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

Face Coverings

Face Coverings (coverings of the nose and mouth) are required upon building entry and must be worn indoors in public spaces and in shared spaces including: classrooms, hallways, offices (when shared and no mitigation/shields are in place) or bathrooms.

- Face Masks are available for those students that do not have them by contacting First Year Experience (fye@swmich.edu). Employees can obtain a mask by contacting maintenance@swmich.edu. There are also single use masks available within each building at locations that allows distribution without complete building entry.
- Students should contact Disability Services (disabilityservices@swmich.edu) and employees should contact Human Resources (hr@swmich.edu) to request disability accommodations regarding mask use PRIOR to coming into the building.
- Instructors will be provided a facemask.
 - Instructors shall use a facemask while instructing with social distancing of at least 6' required in all classrooms.
 - If an instructor anticipates that they, or their students, will continually need to get within 3' of another person during the course of their class work/ instruction the college will also provide face shields for the program to use during that time. The shields are to be used with the masks in this instance.

- Shared-use face shields should be disinfected prior and after each use, with hand disinfecting occurring immediately thereafter.
- Any person found in any of the above locations without a face covering will be given the choice of complying with the safety plan or leaving the building and contacting the below department(s) prior to returning to any building.
 - For medical conditions that do not allow the use of a face covering (Mask or Shield) contact disability services prior to attending class or returning to a building at disabilityservices@swmich.edu or hr@swmich.edu
 - For all other reasons regarding lack of face covering use contact security@swmich.edu.

Social Distancing

A Social Distance of six feet or more from building entry, throughout the time that each instructional period is proceeding, upon building exit and in open spaces is required of all persons.

- Classroom workspaces have been set up accordingly.
- Personal study time and socializing in campus buildings and hallways are limited to areas where social distancing is available or where appropriate barriers are in place. Students are encouraged to use outside areas for this purpose as long as they are social distancing.
- Exterior awnings have been placed in areas around campus to encourage the use of outside spaces for socializing and classroom use.

Disinfecting of shared workspaces

Workplaces (desks & tables) shall be disinfected with supplied materials prior to and immediately after use.

- Surface disinfectant have been placed in each classroom and office

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

Contact Tracing

All faculty, staff and employees that have personal contact with students must record the contact date in order to facilitate contact tracing should it be necessary. This includes attendance in class and at college related meetings.

Privacy

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