



FALL 2020

REBOUNDING PLAN



Linn-Benton
Community College

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Executive Summary

This document is intended to help Linn-Benton Community College (LBCC) conform to local, state, and national laws and regulations and guidance documents related to a phased restart of activity, and to function as a planning tool for a coordinated resumption of college operations. The intent is to provide inclusive, equitable, and general guidance for the development of specific college directives, and be flexible enough to accommodate changes in circumstances, laws, regulations, executive orders, and the advice of public health experts.

LBCC's Coronavirus Response Coordinators will be the Director of Human Resources and the Vice President of Finance and Operations, or their designees. LBCC community members (students, staff, and guests) are expected to take personal responsibility to ensure the greatest public health and safety for themselves and others.

Individuals will be expected to:

- Self-monitor for COVID-19 symptoms and remain at home if symptomatic, ill, or exposed by prolonged close contact.
- Prioritize personal hygiene by washing hands frequently, covering coughs and sneezes, and avoiding face touching and handshaking.
- Clean personal workspace (office, desk) and break rooms frequently.
- Wear face coverings in enclosed public and common areas or when interacting with others in accordance with the college's [Temporary Administrative Rule 5095-07: Novel Coronavirus/COVID-19 Use of Face Coverings](#).
- Routinely engage in physical distancing of at least six (6) feet in accordance with the college's [Temporary Administrative Rule 5095-06: Novel Coronavirus/COVID-19 Physical Distancing Guidelines](#).

LBCC shall:

- Reinforce college public health practices and messaging within the workplace, classrooms, and other areas of engagement.
- Follow Oregon Health Authority's (OHA) [General Guidance for Employers on COVID-19](#).
- Allow campus spaces and buildings to be open only for official college business. Campus spaces and buildings will not be open to the general public.
- Reinforce to students, faculty, and staff that being on campus while ill is not permitted.
- In partnership with local public health authorities, LBCC will communicate with students, faculty, and staff who have come into close/sustained contact with a person with COVID-19.
 - > Cases concerning employees will be reported to the Director of Human Resources.
 - > Cases concerning students will be reported to the VP of Finance and Operations.
- LBCC will assist local public health authorities with contact tracing by documenting which employees are on campus and which students are participating in on-campus classes or services.

Introduction

Resuming a college is a multifaceted operation. Operating under Executive Order No. 20-28 and the Oregon Health Authority (OHA) — Higher Education Coordinating Commission's Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities — the college is in a position to move toward a phased and gradual resumption in close collaboration with county health authorities and the OHA.

Based on our planning, LBCC will be prepared to respond with a comprehensive set of prevention efforts, including institutional and community member investments in deploying multiple complementary practices and public health safety measures, while encouraging each member of the LBCC community to do their part to limit the spread of disease. Culture change combined with sound prevention practices and public health safety measures will contribute to a safe and healthy campus environment.

This Plan has oversight from the Vice President of Finance and Operations and the Vice President of Academic Affairs and Workforce Development, and will be implemented and enforced by the Director of Public Safety and Loss Prevention and the Director of Human Resources.

Purpose

This document is intended to help Linn-Benton Community College (LBCC) conform to local, state, and national laws and regulations and guidance documents related to a phased restart of activity, and to function as a planning tool for a coordinated resumption of college operations. The intent is to provide inclusive, equitable, and general guidance for the development of specific college directives, and be flexible enough to accommodate changes in circumstances, laws, regulations, executive orders, and the advice of public health experts.

LBCC's Coronavirus Response Coordinators will be the Director of Human Resources and the Vice President of Finance and Operations, or their designees.

Principles of Resumption

Phased resumption shall align with current Oregon State Executive Orders and requirements, as well

as Center for Disease Control (CDC), Oregon Health Authority (OHA), Linn County, Benton County, and LBCC guidance.

1. The college will offer the courses and programs students need in order to complete our approved degrees and certificates. This may include face-to-face settings where physical distancing is not possible.
2. The college expects a phased-in approach to returning faculty, staff, and activities based on availability of PPE and community testing, ability to maintain physical distancing, and the availability of alternatives to in-person activity.
3. Resumption of activities should align with LBCC Leadership decisions and directives and be coordinated through LBCC's Rebounding Committee. All faculty, staff, and students are expected to adhere to specific directives and operational plans resulting from these guidelines.
4. Priority of recovery and expansion of activities should take into consideration the availability of various internal and external dependencies, including, but not limited to, Personal Protective Equipment (PPE).
5. Pivoting from in-person to remote learning and services may be required in the instance of new case surges or by order of the Governor or Oregon Health Authority.

Intent

The intent is to provide general guidance for the development of specific college directives and be flexible enough to accommodate changes in circumstances, laws, regulations, executive orders, and the advice of public health experts.

This document will be updated as needed, given the fluid and dynamic public health situation as well as various changes to regional, state, and federal

guidelines. Rules and expectations for behavior will be regularly and clearly communicated to staff and students. LBCC expects compliance with such rules. Disciplinary action for failure to follow these rules will be determined by the applicable Administrative Rules or Bargaining Agreements.

LBCC will maintain classrooms, labs, and workplaces, as well as activities and events that prioritize public health and safety. The following practices will be adopted or continued:

- Low density spaces
- Staggered and modified schedules
- Modified furniture and fixture placement
- Enhanced cleaning
- Continued use of technology for teaching, meetings, and activities

LBCC community members (students, staff, and guests) are expected to take personal responsibility to ensure the greatest public health and safety for themselves and others. Individuals will be expected to:

- Self-monitor for COVID-19 symptoms and remain at home if symptomatic, ill, or exposed by prolonged close contact.
- Prioritize personal hygiene by washing hands frequently, covering coughs and sneezes, and avoiding face touching and handshaking.
- Clean personal workspace (office, desk) and break rooms frequently.
- Wear face coverings in enclosed public and common areas or when interacting with others in accordance with the college's [Temporary Administrative Rule 5095-07: Novel Coronavirus/COVID-19 Use of Face Coverings](#).

- Routinely engage in physical distancing of at least six (6) feet in accordance with the college's [Temporary Administrative Rule 5095-06: Novel Coronavirus/COVID-19 Physical Distancing Guidelines](#).
- Stay informed about the latest local and general COVID-19 related developments via resources such as the [Oregon Health Authority website](#).
- Reinforce college public health practices and messaging within the workplace, classrooms, and other areas of engagement.

Reducing Potential Exposures

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

- Physical distancing — minimizing close contact (<6 feet) with other people
- Hand hygiene — frequent washing with soap and water or using hand sanitizer
- Cohorts — conducting all activities in small groups that remain together over time with minimal mixing of groups
- Protective equipment — use of face coverings, barriers, etc.
- Environmental cleaning and disinfection — especially of high-touch surfaces
- Isolation of those who are sick and quarantine of those who have been exposed
- With the above considerations foremost, outdoor activities and the use of technology are safer than indoor activities

General Requirements

LBCC shall:

- Follow Oregon Health Authority's (OHA) [General Guidance for Employers on COVID-19](#).
- Encourage students, staff, faculty, and other community members to follow OHA's Public Guidance and Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.
- Implement measures to limit the spread of COVID-19 within buildings and between campuses and the campus setting, such as appropriate cleaning and disinfecting procedures, as more fully described in this document.
- Permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk or for those who are living with someone who is at high risk for severe illness from COVID-19. Students, faculty, or staff who want to request accommodations should contact the Center for Accessibility Resources.
- Require the use of face coverings and physical distancing as specified in the college's [COVID-19 Temporary Administrative Rules](#).
- For college-operated retail establishments, restaurants, recreational sports, events or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.
- Work with the local public health departments to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

Resuming Onsite Activities / Priority Resumption Order

LBCC leadership will define a priority order for resumption by considering the risk of implementing

an activity versus not resuming it. Impact considerations include safety, financial loss/gain, equity, access considerations, reputational loss/gain, regulatory and reporting requirements, productivity, employee morale, retention, and academic progression. The order of recovery can also be influenced by various dependencies and resources needed to resume an activity, including faculty and staff needs and concerns, availability of critical equipment and supplies, space availability or limitations, technology resources and support, and availability of goods and services via supply chains. Plans should identify and verify that all the resources for resumption of services are available, including any additional resources needed to meet physical distancing and workplace hygiene requirements. The combination of these elements, together with OHA recommendations, as well as Oregon State mandates and guidelines, will determine if an activity can be resumed.

The health and safety of students, staff, faculty, and the communities at large in which LBCC is located, are the college's first priority. LBCC will operate within a low density, mixed modality framework until new guidance is released from the Governor and OHA. It is important to note that the pandemic, including the move to remote services and the resumption of onsite activity, has had and will continue to have disparate impacts on members of our community. LBCC acknowledges these disparities, and the awareness of these disparities is a driving force in our planning and response.

- We will maintain a substantially reduced density of people moving about LBCC campuses and locations each day. As conditions allow, we will adjust our mix of modalities term-by-term with the intent of increasing density gradually over the course of the coming academic year in accordance with Oregon Health Authority.
- We will use an appropriate mix of teaching and learning modalities (face-to-face, hybrid, virtual, and online). Regardless of modality, students will receive quality instruction that attains all learning outcomes.

- We will seek to meet the needs of students who are close to completing their degrees and require onsite, in-person learning and co-curricular activities.
- We will prepare faculty and instructors for the possibility of returning to fully remote instruction on short notice due to a public health need.
- By committing to effective public health practices, we have created a pathway to a responsible resumption of onsite, in-person activity that is guided by public health and a commitment to fundamental operational changes to control the spread of COVID-19.

Requirements for Onsite Activities

LBCC shall:

- Allow campus spaces and buildings to be open only for official college business. Campus spaces and buildings will not be open to the general public. We may allow our campus to be used by authorized community programs that lack alternative venues if programs can adhere to the requirements in this or other applicable guidance.
- Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
- Encourage students, staff, and faculty to have proper respiratory etiquette by 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.
- 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. COVID-19 symptoms are as follows:

- > Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
- > 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](#).
- > Emergency signs and symptoms that 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
- > 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.
- Take steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:
 - > The person should immediately self isolate, return to their residence, and seek and follow the direction from their primary care provider or, if you don't have a primary care provider, seek direction from the local health department. See [Centers for Disease Control and Prevention website](#).
 - > Any faculty, staff, or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from local public health authority.
 - > Contact tracing will be a function of the local public health departments.

Communications

LBCC shall:

- Advise faculty and staff that working face-to-face while ill is not permitted.
- Advise students, faculty, and staff that being on campus while ill is not permitted.
- Ensure that faculty and staff remain current on [health trainings](#). They should anticipate the need for additional faculty and staff training related to increased precautions and updated protocols. Administrators could collaborate with health professionals to provide evidence-based education.
- Advise students, faculty, and staff to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms.
- Advise and encourage all people on campus to engage in proper hand hygiene.
- Develop a communication to students, faculty, and staff to be shared at the start of on-campus education and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
- In partnership with local public health authorities, LBCC will communicate with students, faculty, and staff who have come into close/sustained contact with a person with COVID-19.
- In partnership with local public health authorities and under their direction, LBCC will communicate immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.
- LBCC will assist local public health authorities with contact tracing by documenting which employees are on campus and which students are participating in on-campus classes or services.

- Maintain and regularly update a Frequently Asked Questions repository.

Training

LBCC shall:

- Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements.
- Provide educational materials on proper hygiene, sanitizing of work areas, physical distancing, and symptoms and signs of COVID-19.
- Provide training material on the proper use of PPE, including the use of facial coverings and shields.
- Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene, respiratory etiquette, physical distancing, and staying home when sick.
- Provide all training, protocols, informational letters, and other communications in languages and formats accessible to the campus community.

General Facilities

LBCC shall:

- Clean and disinfect facilities and high-touch areas frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces. CDC provides guidance on disinfecting public spaces. See CDC's ["Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes."](#)
- Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses.

- Maintain at least six feet distance between workstations and utilize physical barriers when physical distancing measures are not possible or when employees must engage with one another. Ensure screening does not interfere with fire prevention and ventilation system operations.
- Install Plexiglas barriers in areas with high visitation and customer/client interface.
- Shut off water fountains, except for those with no-touch fill capabilities for cups or water bottles.
- Provide hand hygiene stations at entrances and high-traffic areas as feasible.
- Replace reusable kitchen items with one-time use options (recyclable if possible).
- Install accessible signage with space expectations (i.e., physical distancing expectations, face coverings requirement, traffic flow patterns) in multiple languages.
- Identify high-touch areas (i.e., doors, cabinets, garbage cans) and investigate options to implement no-touch use (i.e., foot-operated, key card access, sensor triggered). Implement a cleaning schedule for those, and remove items that can be removed.
- Make face coverings available in key locations (library, student union, bookstore, public safety office, etc.).
- Utilize markings and/or signage to indicate physical distancing requirements within instructional settings.
- For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (e.g. clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures as feasible.
- Utilization of physical barriers when acceptable instead of, or in addition to, six feet or more of spacing between people. Please see OHA [General Guidance for Employers on COVID-19](#).

For all *career and technical education* instruction, in addition to the requirements above, LBCC shall:

- Where feasible, modify physical layouts of classrooms, labs, and other instructional settings to permit students to maintain at least six feet of distance between each other and the instructor(s).
- Where instruction requires instructors and students to work less than six feet from each other, require physical barriers or face coverings, and follow all applicable CDC/OHA guidelines and industry safety standards.

For all instruction and assessment in fields leading to certificates and degrees in the *health professions*, LBCC shall:

- For laboratory instruction or demonstration of clinical skills without physical contact:
 - > Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between each other and the instructor(s);
 - > Ensure monitoring and enforcement of physical distancing requirements at all times; and
 - > Perform enhanced cleaning before and after each session.
- For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact:

Instructional Activities

For all *general* instruction, both credit and noncredit, LBCC shall:

- Follow current OHA guidelines for in-person classroom capacity based on the guidelines in the county in which classes are located.
- Modify the physical layout of classrooms to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk or chair arrangements, or maximum capacity.

- > Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
- > Require use of appropriate PPE for all personnel that come within six feet of each other; and
- > Perform enhanced cleaning before and after each session.
- For preceptorships, observerships, and direct patient care:
 - > Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
 - > Strictly adhere to the clinical facility's infection control protocols;
 - > Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities, and abide by clinical site protocols;
 - > Follow the facility's occupational health protocols if exposed and/or symptoms develop; and
 - > Perform cleaning and disinfecting per the facility's protocols.

Communicable Disease Management Plan

LBCC's Communicable Disease Management Plan is contained in the Pandemic section of the [Emergency Response Plan](#).

Athletic Events & Facilities

Athletic practices and events will be held using the guidance from the [Northwest Athletic Conference \(NWAC\)](#).

Return to Onsite Work Guidance for Restricted Return Phase

Contributing to the health and safety of all LBCC employees is vital to the resumption of onsite activities and the ongoing protection of the LBCC community. Intentional steps at the institutional and departmental level will help ensure employees have the resources necessary to return to onsite work in as safe a manner as practicable. Consistent and clear communication with employees to understand their concerns and to affirm the importance of their health and safety is a key component to successful reentry to onsite work.

LBCC will provide educational and training material for all employees returning to (or continuing with) onsite work on how they can contribute to their own and others' health and safety, in addition to location-specific policies related to COVID-19 prevention and control. We further seek to instill in the workforce the role each of us play in reducing transmission of COVID-19. Employees should consult with their supervisors and unit/departmental leadership for specific details related to their respective work areas.

Supervisor Guidance: The below guidance is available to help supervisors create work environments that decrease the risk of COVID-19 transmission and support employee well-being.

- Know the signs and symptoms of COVID-19 and adhere to the Rebounding Plan if employees develop symptoms at the workplace.
- Understand how COVID-19 is transmitted from one person to another — namely, through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
- Make health and safety a priority by adhering to the Rebounding Plan and implement the safeguards outlined in this plan, as well as guidance from the Centers for Disease Control and Prevention (CDC) and Oregon Health Authority (OHA).

- Assess willingness and ability of employees in required onsite positions to return and identify those who are most willing and able.
 - > Supervisors should not inquire as to employees' health conditions, age, or other reasons for their belief that they are in a high-risk category for COVID-19.
 - > Supervisors should not seek child care information from employees, although employees may share that they would prefer to stay home due to child care needs and supervisors may take that preference into account.
 - Encourage employees who believe that they are at greatest risk to continue to work remotely where feasible for their job.
 - Allow those employees who are able to effectively work remotely to continue to do so if their personal circumstances make it difficult for them to return to work.
 - Avoid workplace gatherings of more than 10 people and other situations where employees may be at higher risk of exposure. Continue to limit non-essential travel. Whenever possible, conduct meetings virtually even if all attendees are onsite. If meetings are held in person, all attendees should wear face coverings and the meetings should be held in a space that allows for at least six feet between all participants.
 - Create a gradual return to onsite work plan. Consider multiple options for lower density office occupancy, such as staggered schedules, phased-in return plans, or alternating teams. Consider returning selected staff for full onsite status versus the rotation of staff teams, so that equipment does not need to be transferred between home and onsite workspace.
 - When a workspace is shared, establish cleaning expectations for employees as they end and begin their workday.
 - Arrange workspace to allow for at least six feet between workstations and install screening (Plexiglas, curtain, or other material) in areas where workers must face one another or where six feet of physical distancing cannot be maintained. Ensure screening does not interfere with fire prevention and ventilation system operations.
 - Ensure employees are equipped with resources needed relative to their specific work requirements and space to help protect from disease spread (i.e., face coverings).
 - Supply work areas with adequate disinfecting products and cleaning supplies so employees can clean their personal workspaces regularly.
 - Restrict the use of any shared items or equipment and require disinfection of equipment between uses.
 - Ensure staff are cleaning spaces and equipment per CDC and manufacturer guidelines and report any concerns to facility supervisors.
 - Post prevention strategies throughout the workplace that discuss hand washing, physical distancing, COVID-19 symptoms, face coverings, staying home when ill, etc.
 - Work with Public Safety and Facilities departments to coordinate building access, cleaning, and security needs based on requirements of the operation.
 - Encourage employees to utilize the [Center for Disease Control and Prevention guidance on travel](#) to inform employee decisions about their personal travel.
- Employee Guidance:** Employees returning to work should adhere to the general guidelines below. Employees will need to consider relevant risk factors and their own circumstances, such as child care options, health status, family needs, etc. Employees are not required to disclose their personal health conditions beyond providing notice of illness to their supervisor.
- Avoid office gatherings and unnecessary visitors in the workplace.
 - Take [self-care measures](#) to stay healthy.

- Continuously monitor for [COVID-19 symptoms](#).
- If ill, remain at home until 72 hours after fever (without medication) and symptoms cease, including cough.
- If receiving a positive COVID-19 test, a release from a health care provider is required to be submitted to HR before returning to campus.
- Continuously practice personal hygiene, including frequent hand washing, covering coughs and sneezes, and avoiding face touching and handshaking.
- Frequently clean personal work (office, desk, classroom, lab) spaces.
- In accordance with college policy, wear face coverings in enclosed public and common areas or when interacting with others.
- Routinely maintain physical distancing measures of at least six feet.
- Stay informed about the latest local and general COVID-19 developments via resources such as the [Oregon Health Authority website](#).
- Reinforce college public health messaging in all areas of influence (students, co-workers).

DATE OF ADOPTION: AUGUST 17, 2020