

August 20, 2020

21-030

APPROVAL OF THE COVID-19 HEALTH & SAFETY
OPERATIONAL PLAN

PREPARED BY: Sylvia Kelley, Executive Vice President; Chair of the
COVID-19 Opening Leadership Team

APPROVED BY: Mark Mitsui, President

REPORT: According to Governor Kate Brown's Executive Order 20-28, not later than September 1, 2020, Portland Community College (PCC) must develop and submit to its governing board and the governing board must approve a written COVID-19 Health and Safety Operational plan describing how the College will comply with the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) standards for in-person instructional, research and residential activities. This includes such other relevant guidance as the HECC may promulgate to implement Executive Order 20-28.

In developing the written plan in compliance with these requirements, PCC assembled a planning team and consulted with content experts, Local Public Health Authorities and with representatives of other interested parties, including but not limited to administration, faculty, classified staff, and students.

The Board shall submit a copy of the approved plan to the HECC and local public health authorities, and must, at each regular board meeting, review the plan, and any amendments thereto. The plan shall be resubmitted to the HECC upon any significant amendments.

PCC prioritizes, above all else, the health and safety of students, faculty, staff, and community. The standards and science around COVID-19 are constantly changing, and this plan is subject to change in keeping with the most current information and guidance available. Board delegation to the College President to approve changes to the plan will help ensure the College can respond quickly as new evidence and research emerges.

RECOMMENDATION: That the Board of Directors approve the COVID-19 Health and Safety Operational Plan in Exhibit A, and delegate authority to the College President to approve changes to the plan.

ATTEST:

APPROVED:

Mark Mitsui, President

Mohamed Alyajouri, Chair
Board of Directors

Effective:	August 20, 2020
Last Revised:	July 28, 2020

Portland Community College

COVID-19 Health and Safety Operational Plan

August 2020



TABLE OF CONTENTS

<u>Overview</u>	<u>3</u>
<u>Entry and Self-screening Procedures.....</u>	<u>4</u>
<u>Isolation Procedures</u>	<u>6</u>
<u>Health-related Communications.....</u>	<u>8</u>
<u>Reporting Procedures with Local Public Health Authorities.....</u>	<u>10</u>
<u>Hand Hygiene Procedures</u>	<u>10</u>
<u>Face Coverings and Personal Protective Equipment (PPE) Procedures.....</u>	<u>12</u>
<u>Cleaning Procedures.....</u>	<u>13</u>
<u>Physical Distancing.....</u>	<u>14</u>
<u>Preparing PCC Locations.....</u>	<u>15</u>
<u>Preceptorships, Observerships and Direct Patient Care.....</u>	<u>16</u>
<u>Research Activities Procedures.....</u>	<u>17</u>
<u>Residential Living Procedures.....</u>	<u>18</u>
<u>Enforcement and Complaint Resources</u>	<u>19</u>
<u>Accommodations</u>	<u>20</u>
<u>PCC COVID-19 Compliance Officer</u>	<u>221</u>
<u>Communicable Disease Management Plan</u>	<u>22</u>
Purpose	23
Goals.....	23
Objectives.....	23
Course of Action.....	24
Annex Maintenance	30
<u>Submissions</u>	<u>31</u>

Overview

The purpose of this COVID-19 Health and Safety Operational Plan is to describe how Portland Community College (PCC) will comply [with the Oregon Health Authority \(OHA\) and Higher Education Coordinating Commission \(HECC\) standards for in-person instructional, research, and residential activities](#), and such other relevant guidance as the HECC may promulgate to implement [Governor Brown's Executive Order 20-28](#) related to the COVID-19 pandemic.

For college operated retail establishments, restaurants, transportation, recreational sports, swimming pools, childcare, camps, events or other functions that are not addressed in the standards for in-person instructional, research, and residential activities, PCC will follow the relevant [OHA guidance for the respective sector](#). PCC will also follow [OHA's General Guidance for Employers](#) on COVID-19. The college encourages 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. Non-credit instructional activities that operate in a similar way to credit activities should also follow the HECC-OHA standards.

PCC will meet, at a minimum, the public health requirements defined by OHA and HECC. Determinations about the resumption of on-site operations will be informed by local circumstances and regional readiness, in consultation with Local Public Health Authorities. PCC will strive to provide the greatest level of choice and flexibility to students to access their education and to support their success while minimizing risks to students and staff. The examination of disparate and inequitable impacts of COVID-19 within our community will be incorporated into decisions related to this plan.

The college's COVID-19 health and safety measures are being implemented for the purpose of responding to the pandemic, which threatens the health and safety of the PCC community and achievement of its educational mission. Despite these measures, there is risk of contracting COVID-19 through in-person attendance and participation in PCC courses, programs, and activities. Further, these measures are not intended to address other health and safety issues.

This plan is subject to change in keeping with the most current information and guidance available.

Entry and Self-screening Procedures

PCC spaces and buildings are only open for official college business as authorized by college administration. Spaces and buildings are not open to the general public. PCC clearly communicates to students, employees and other community members to only come to PCC if they are COVID-19 symptom free. Faculty and staff are advised that working while ill is not permitted. Sick-leave and absence policies are reviewed and revised where necessary to minimize any incentives to work while ill.

The Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) require that PCC students, staff, and faculty conduct a self-check for COVID-19 symptoms before coming to a PCC location. Students, faculty, and staff should not come to campus if they or anyone in their household have recently had an illness with COVID-19 symptoms. If you believe that you have any of the symptoms for COVID-19 or that you believe that you have been exposed, contact your primary care physician or your county health department for guidance on care and testing. If you receive a positive COVID-19 test result, please notify PCC Risk Manager Rob Gabris at 971-722-2869, or email at: risk@pcc.edu.

COVID-19 symptoms are as follows:

Primary symptoms of concern:

- temperature above 100.4° F
- cough
- fever or chills
- shortness of breath
- sore throat
- difficulty breathing

*Note that muscle pain, headache, 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.

If these symptoms are the only symptoms, and there is a known reason for these (e.g. seasonal allergy, injury) that is not COVID-19, it is acceptable to report to class or work. 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 (place where the person can recover, self-isolate, etc.) Those who have other symptoms that are chronic, or baseline symptoms should not be restricted.

More information about COVID-19 symptoms is available from CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Temperature checks will not be performed by PCC personnel at PCC locations at this time. However, there may be specific positions or activities in which temperature checking at PCC locations by PCC personnel is required per industry standards, laws, or regulations and in these cases temperature checks should be conducted per those requirements. Self-health checks are required by the OHA and HECC and are necessary.

Isolation Procedures

Students, staff and faculty members developing or reporting primary COVID-19 symptoms while at PCC locations should take the following steps. Primary symptoms are defined in the preceding Entry and Self-screening Procedures Section.

- Immediately leave the PCC location, or be isolated from the area, until they can safely leave. If in need of immediate medical care, call 4444 if on campus, or 911 if not on campus if an ambulance is needed, or go to a hospital if able to do so.
- Seek medical care and COVID-19 testing from a health care provider or through the local public health authority (LPHA). Follow instructions from their LPHA regarding isolation.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence (place where the person can recover, self-isolate, etc.) for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If the person has a negative viral test (and if they have multiple tests and all tests are negative), they should remain at their place of residence until 72 hours after fever is gone, without use of fever reducing medicine *and* other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at their place of residence for at least 10 days after illness onset and until 24 hours after fever is gone, without use of fever reducing medicine *and* other symptoms are improving.
- Any faculty, staff, or student known to have been exposed where the person developed symptoms to COVID-19 (e.g., in the same classroom or work area) should stay in their place of residence and follow instructions from the LPHA. If circumstances allow, employees may be permitted to work from home during self-quarantine. PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing and disinfecting surfaces during the COVID-19 pandemic. Areas where a symptomatic person attended class or work will be cleaned according to FMS procedures.
- 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 the local public health authority.

Isolation methods include:

- Have the person put on a face covering;
- Have the person move outdoors, if possible and remain at least 6 feet from others;
- Have the person move to an unoccupied indoor area and remain at least 6 feet from others.
- After initially isolating the person, inform them that they must go to their residence (place where the person can recover, self-isolate, etc.)
 - Contact Risk Services at 971-722-2869 or risk@pcc.edu to let them know that you had a person who was visibly ill.
 - Provide a contact number so that Risk Services can call back for additional details.
- From a practical standpoint, if a person reports or has visible COVID-like symptoms while at school or work classmates and colleagues are not likely going to be able to concentrate on work. Classmates and employees will be allowed to leave. Classmates and employees will also be advised

that they should contact their health care provider or county health department if they develop COVID-like symptoms or have any questions related to their health.

- The symptomatic person will be provided information on how to self-isolate as if they are infected. They should follow this advice until advised otherwise by their own health care provider or county health department. <https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le2388A.pdf>
- Classmates and employees will be provided information on how to quarantine as if they were in close-contact with a known COVID-infected person. They should follow this advice until advised otherwise by their own health care provider or county health department. <https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le2359c.pdf>

Health-related Communications

Students, faculty, and staff suspecting that they might have COVID-19, are awaiting test results or have been diagnosed, should not come to PCC locations. Contact your supervisor or instructor about your absence. The symptomatic person's supervisor or instructor must then contact PCC Risk Manager Rob Gabris at 971-722-2869 or by email at: risk@pcc.edu. The supervisor/instructor will be asked for the student/employee name and as much contact information (e.g. phone numbers) they have about the symptomatic person and others in the area. PCC Risk Services will contact the local public health authority (LPHA) in the county where the incident took place and provide them as much information as they have on the incident, including the names and contact information for the symptomatic person and other individuals. Risk Services will consult with the county health department on follow-up actions that PCC should take. These may include cleaning, sanitizing and disinfecting impacted areas and closing parts or all of a PCC location(s).

As required by the Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC), PCC will partner with LPHAs to communicate with students, faculty and staff who have come into close/sustained contact with a person with COVID-19 at a PCC location or a PCC sponsored activity, and to communicate when new case(s) of COVID-19 are diagnosed in students, faculty or staff that have been present at a PCC location or a PCC sponsored activity, including a description of how the college is responding. PCC will utilize multiple platforms to provide public health messaging to students, faculty, and staff. These may include, as appropriate: PCC's public website; myPCC; email and text alerts. It will be necessary to provide names and contact information to PCC staff involved with managing communicable disease incidents, as well as to local and/or state public health agencies. The minimum information necessary to ensure public health will be shared internally and with local and/or state public health agencies. Students and staff who are involved in a communicable disease incident must understand that they cannot divulge any personally identifiable information (PII), including personal health information (PHI), about anyone unless part of a public health investigation. Similarly, local and/or state public health agencies cannot share PII or PHI with the college unless it is critical to their investigation. Students and staff should not ask fellow classmates or employees about the status of any individual.

In some cases, the LPHA will need to perform contact tracing when there are reports of confirmed, presumed or suspected cases of COVID-19 associated with PCC. The LPHA will conduct the tracing according to their guidelines. PCC will assist LPHA in contact tracing by providing the LPHA with the names and contact information of potentially exposed individuals when asked for by the LPHA. PCC will utilize class registration information and employee workplace assignments to assist the LPHA in their contact tracing and case investigation.

If you've been contacted by the State or Local Health Department and have been instructed to quarantine because you have been exposed to COVID-19, do not report to class or work. Follow the quarantine instructions you were given by the Health Department.

PCC will be prepared to assess whether there is a need to suspend in-person classes if a person who has been on campus has been confirmed to have COVID-19. PCC buildings or parts of buildings could be temporarily closed for disinfecting and contact tracing in consultation with local health officials.

PCC will ensure that faculty and staff remain current on health training. The Environmental Health and Safety department has developed a COVID-19 specific health and safety training program. The college will assess the need for additional faculty and staff training related to increased precautions and updated

protocols. The college has also developed communications to faculty, staff, and students to be shared at the start of on-campus instruction and at periodic intervals explaining infection control measures that are being implemented to prevent the spread of the disease. All training, protocols, informational letters and other communications will be provided in languages and formats accessible to the PCC community.

Reporting Procedures with Local Public Health Authorities

In the event that an exposure is reported to PCC officials, PCC Risk Services will contact the local public health authority based on the county where the exposure took place. PCC will then assist to the best of its ability to provide information based on the exposure as well as assist with contact tracing.

Clackamas County Public Health

Address: 2051 Kaen Rd #367, Oregon City, OR 97045

Phone: (503) 655-8224

Report an illness via email: PH-CommunicationsTeam@clackamas.us

Website: <https://www.clackamas.us/publichealth>

Columbia County Health Services

Address: 2370 Gable Rd, St Helens, OR 97051

Phone: (503) 397-7247

Email: health@columbiacountyOR.gov

Website: <https://www.columbiacountyor.gov/departments/PublicHealth>

Multnomah County Health Department

Address: 619 NW 6th Ave, Portland, OR 97204

Phone: (503) 988-3674

Email: health.dept@multco.us

schoolplans@multco.us

Washington County Department of Health and Human Services

Address: 155 N 1st Ave #160, Hillsboro, OR 97124

Phone: (503) 846-3594

Email: <https://www.co.washington.or.us/FooterContact.cfm?deptid=%206>

EOC-Liaison@co.washington.or.us

Yamhill County Health and Human Services

Address: 627 NE Evans St, McMinnville, OR 97128

Phone: (503) 434-7525

Email: <https://hhs.co.yamhill.or.us/contact>

covid@co.yamhill.or.us

Website: <https://hhs.co.yamhill.or.us/>

Hand Hygiene Procedures

PCC has a [procedure for promoting hand hygiene](#) in order to reduce disease transmission. Everyone must wash their hands with soap and water for at least 20 seconds or use a 60% or higher alcohol-based hand sanitizer prior to the start of activity at PCC locations, or more frequently if needed. Soap and water will be available in all restrooms, and hand sanitizer stations can be found in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Hands must be washed before eating, preparing or serving food, and after using the restroom. Between hand washing, avoid touching your face covering or face mask as much as possible, as it can act as a vector for disease transmission. Signage and other communications will be used to remind all individuals about the utmost importance of physical distancing, hand hygiene and respiratory etiquette.

Face Coverings and Personal Protective Equipment (PPE) Procedures

PCC has a [procedure for face covering](#) during the COVID-19 pandemic in order to help reduce disease transmission.

PCC requires all individuals across all PCC locations to wear face coverings, face masks, or face shields when in PCC owned, leased, or controlled buildings, except when alone in a space (e.g., room with four walls). Face coverings are required outdoors when on PCC property when physical distancing expectations (at least 6 feet apart) cannot be met. Face coverings, face masks, and face shields will be worn in combination with other measures, such as physical distancing and proper hand washing/hygiene. Employees and students must have a face covering or mask in their possession at all times so that it may be put on immediately prior to entering PCC buildings and when in close proximity to other individuals.

More stringent rules for using face coverings and Personal Protective Equipment (PPE) may be required for specific positions or activities per industry standards, laws, or regulations, and should be followed.

PCC will provide face masks or face coverings to employees, students, and visitors who don't bring their own or forget to bring their own and will provide face shields when needed. Employees, students, and visitors may also provide their own face coverings, masks, and shields.

Departments can email Central Distribution Services (CDS) at stores@pcc.edu to obtain disposable face masks (at no cost) to distribute to anyone who does not bring their own or forgets to bring their own. Departments expecting employees, students, visitors or customers must have face coverings or masks available for those who arrive without one. See a photo and description of the disposable mask currently available by visiting the [CDS Promotional Materials, Supplies, and Forms webpage](#). Employees, students, and visitors who don't bring their own face covering or mask, or forget to bring their own, can obtain one from instructors or managers, or from the Public Safety office. Until you are able to obtain a face-covering and have properly put on your face-covering you are responsible to maintain a minimum of six feet physical distance from everyone.

- “Face Covering” means a cloth, paper or disposable face covering that covers the nose and the mouth.
- “Face Shield” means a clear plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face.
- “Masks” reference medical-grade masks commonly used in clinical settings. Given national shortages, these are largely preserved for medical workers, first responders and other high-risk settings to protect critical workers.

For more information about PPE, review [Chapter 12 of the Health & Safety Manual](#) published by the PCC Environmental Health & Safety Department.

Cleaning Procedures

PCC has implemented measures to limit the spread of COVID-19 within PCC buildings and facilities, such as enhanced cleaning and disinfecting procedures especially for common touchpoint surfaces.

For all general instruction offered courses, facilities will be cleaned and disinfected frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces.

For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, enhanced cleaning measures will be implemented as feasible.

For all instruction and assessment in fields leading to certificates and degrees in the health professions, enhanced cleaning will be performed before and after each session for laboratory instruction or demonstration of clinical skills without physical contact, and for standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact.

For preceptorships, observerships, and direct patient care, cleaning and disinfecting will be performed per the facility's protocols.

PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing, and disinfecting surfaces during the COVID pandemic that are available upon request. Areas where a symptomatic person attended class or works will be cleaned according to the FMS procedures. If you need additional cleaning and/or sanitation supplies for your area, please contact FMS at (971)722-4800 or send an email to src@pcc.edu.

Ongoing training is provided to custodial staff on cleaning protocols and COVID-19 safety requirements.

Physical Distancing

PCC has a [procedure to assist with physical distancing](#) to reduce disease transmission.

In accordance with OHA and HECC requirements, PCC students, employees and visitors are required to maintain a distance of six feet or more between individuals to the greatest extent possible.

While at PCC, face-to-face meetings are discouraged and students, faculty and staff should limit where they go on college premises, only visiting places that are absolutely necessary to complete tasks. When collaborating with students and colleagues, those meetings are best conducted using remote tools like a phone call or video conferencing, even if you are both on campus.

Preparing PCC Locations

PCC has a process to ensure that college buildings and rooms are ready to be re-occupied, which includes confirmation of adequate custodial services, environmental and architectural settings, and security controls.

Facilities Management Services (FMS) is implementing recommendations from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) to reduce potential exposure to the coronavirus by increasing outside air and upgrading filtration as part of building heating, ventilation and air conditioning (HVAC) systems. Windows are to be opened where feasible to reduce recirculation of air and transmission of airborne pathogens. FMS is also following water bureau guidelines for flushing building water systems and ensuring that water quality is safe for building re-occupancy. FMS will consult with PCC's Planning & Capital Construction office as necessary.

In accordance with OHA and HECC requirements for all general instruction offered for courses that lead to a certificate or degree, a minimum of 35 square feet per person will be established when determining room capacity, calculated based only on usable classroom space. In-person classroom instruction will not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or in Phase I.

The physical layout of classrooms will be modified 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. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, enhanced measures such as greater physical distancing, physical barriers (e.g., clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures will be implemented, as feasible. Physical barriers will be acceptable instead of, or in addition to, six feet or more of spacing between people.

For all career and technical education instruction offered for credit, in addition to the requirements above, physical layouts of classrooms, labs, and other instructional settings will be modified, as feasible, 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, physical barriers or face coverings will be required, and all applicable CDC/OHA guidelines and industry safety standards will be followed.

For all instruction and assessment in fields leading to certificates and degrees in the health professions, the physical layout of classrooms will be modified to permit students to maintain at least six feet of distance between each other and the instructor(s) for laboratory instruction or demonstration of clinical skills without physical contact. For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact, appropriate PPE is required for all personnel that come within six feet of each other.

Preceptorships, Observerships and Direct Patient Care

For preceptorships, observerships, and direct patient care, PCC will:

- Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
- 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
- Conduct regular symptom monitoring of students.

For these types of learning opportunities, PCC will also instruct students to:

- Strictly adhere to the clinical facility's infection control protocols;
- Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting; and
- Perform cleaning and disinfecting per the facility's protocols.

Research Activities Procedures

At this time, PCC has no formal research (that meets the Federal definition of research per Institutional Review Board (IRB) standards) that is on-going or normally happens. Rather, college assessment and use of data/studies for internal continuous improvement purposes (i.e. online surveys, etc.) tend to be the nature of research work at the College.

If formal research is initiated, PCC will ensure the following:

- Research offices, labs, core facilities, and field locations shall be modified to ensure appropriate physical distancing, consistent with state and local public health guidelines, and with reduced capacity as/if necessary.
- Human subjects research shall be permitted only if six-foot physical distancing can be maintained or can be completed with minimal physical contact while wearing appropriate PPE and/or use of a physical barrier, and with additional limits to protect vulnerable populations.

Residential Living Procedures

PCC does not have any on-campus or off-campus residential living for students, therefore there are no applicable procedures to submit at this time.

However, if residential services are ever provided, PCC will:

- Take into consideration CDC guidance for shared or congregate housing;
- Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident;
- Reduce overall residential density to ensure that colleges/universities maintain sufficient space for the isolation of sick or potentially infected individuals, as necessary;
- Treat roommates/suitemates as family units for cohort isolation and quarantine protocols;
- Configure common spaces to maximize physical distancing;
- Provide enhanced cleaning; and
- Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.

Enforcement and complaint resources

PCC is committed to help reduce the risk and spread of COVID-19 by following the guidance and direction from the Governor, Oregon Health Authority (OHA), Higher Education Coordinating Commission (HECC), Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control (CDC).

If an individual at a PCC facility is not complying with a COVID-19-related PCC procedure (e.g., not wearing a face covering, not maintaining physical distancing, etc.), any PCC community member may respectfully inform the individual of the procedure, ask them to comply and assist them if needed to obtain a face covering, use a sanitation station for handwashing or hand sanitizer, etc. Such interactions should not become confrontational. Some individuals may have functional needs that prevent them from complying. These individuals may be working with PCC as part of the reasonable accommodation process.

When an individual chooses not to comply with COVID-19 related protocols and administrative procedures after being informed of the procedure and given an opportunity to request a reasonable accommodation, PCC will follow the same procedure for any violation of PCC policies and procedures. Employees who refuse to comply are subject to disciplinary action in accordance with [the PCC Management and Confidential Employee Handbook](#) or [applicable collective bargaining agreement](#). Students who refuse to comply may face disciplinary action based on the [PCC Student Code of Conduct](#).

Individuals who engage in harassing, discriminatory, bullying or retaliatory behavior toward those not complying with PCC COVID-19 health and safety procedures and protocols may be subject to investigation and sanction under other applicable PCC employee and/or student policies. In some cities around the world and locally in Oregon, there has been a xenophobic reaction to COVID-19, directly associating the virus with community members who are perceived to come from China or regions near Asia. PCC stands with members from all affected communities, and students of all races, ethnicities and backgrounds. There is no single profile for those who have been exposed to COVID-19. Xenophobia has no place in our community. Discrimination or bullying of any kind is not in line with PCC values and will not be condoned or tolerated. A community member who experiences discrimination in any form is encouraged to report the incident immediately to the College, enabling appropriate team members to initiate follow-up, harm mitigation and resource referral.

Contact your supervisor, faculty member, or Public Safety if a person does not comply with a respectful request to follow the procedure.

- Public Safety Emergency: 971-722-4444
- Public Safety Non-emergency: 971-722-4902

Submit concerns, complaints and questions regarding COVID-19 health and safety matters to covidquestions@pcc.edu. Complaints will be sent to the appropriate areas of the college to ensure they are handled with care.

Accommodations

If an individual has a medical or disability-related reason for not being able to meet COVID-19 health and safety protocols and administrative procedures they should contact disability.services@pcc.edu (students) or Maria.Mendez7@pcc.edu in Human Resources (employees and individuals who are not students) to [request a reasonable accommodation](#) prior to visiting a PCC facility. Individuals are highly encouraged to seek accommodations if necessary, before entering a PCC facility.

If an individual, in good faith, states that they are aware of the protocols and administrative procedures and meet the requirements for a disability-related accommodation, they should not have their access or participation in PCC's programs, activities, or services limited (or denied) based on not complying with COVID-19-related protocols and administrative procedures. Individuals who have previously been determined not to have a medical or disability-related reason for not complying with COVID-19-related protocols and administrative procedures must follow all applicable protocols and procedures.

PCC is required to permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19. Each situation will be evaluated individually to determine how a reasonable accommodation can be made, and whether it has to be made in person or whether it could be done remotely.

PCC COVID-19 Compliance Officer

PCC has named its Environmental Health and Safety Manager to serve as the PCC COVID-19 Compliance Officer to supervise the implementation and enforcement of the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) COVID-19 health and safety standards, this COVID-19 health and safety operational plan, and such other related guidance as the HECC may promulgate.

Communicable Disease Management Plan

**ANNEX – N: COMMUNICABLE DISEASE PLAN (PUBLIC HEALTH
CRISIS/EPIDEMIC/PANDEMIC)**



Created: 6/1/2020

Revised:

Revised:

COMMUNICABLE DISEASE PLAN

Purpose

To provide general and basic guidelines for responding to, and management of, a large-scale public health emergency or potential exposure, an incident causing multiple injuries/illnesses or any hazard that could negatively impact the health of a large population at or around the college. For the purposes of emergency management of college related events, public health emergencies will also include epidemics, pandemics and mental health care following a large-scale medical emergency.

This annex does not apply for singular medical emergencies and non-emergencies. For these, existing policies should be utilized.

This annex may be activated for any public health crisis, epidemic or pandemic, or following a briefing from a local, state, federal, or global public health authority and/or safety authority. Consideration for activation includes:

- A health emergency has a high potential to directly impact the college community.
- A health emergency will cause closure or isolation of college property for an extended period of time.
- A confirmed communicable disease alert, food-borne illness or bio-terror attack in the areas served by the college.
- A national or regional alert status has been upgraded due to a health or medical emergency.

Goals

Goal 1 (before): Keep the college community safe from health crises, such as communicable diseases and pandemics

Goal 2 (during): Ensure the health and safety of the college community and prevent the spread of the threat

Goal 3 (after): Provide appropriate aftercare to all in need and take action to prevent future crises

Objectives

Objective 1.1: Monitor local, national and worldwide health crises and establish an action plan to address the potential for the crisis should it reach the college

Objective 1.2: Inform the college community of imminent threats; provide information regarding how to prevent or minimize exposure; train everyone on how to address threats if and when one happens

Objective 2.1: Ensure that everyone affected is provided prompt and appropriate medical care and take action to minimize the spread of the threat

Objective 2.2: Take action to support the continued performance of essential college functions

Objective 2.3: Develop a Point of Dispensing (POD) plan to distribute medications, vaccines, etc. in the event of a public health crisis

Objective 3.1: Ensure appropriate aftercare and support services are available to all in need

Objective 3.2: Review the event and response capabilities with onsite staff and outside partners (i.e. county, state, Centers for Disease Control (CDC), etc.)

Objective 3.3: Develop a plan of action to prevent a similar occurrence in the future

Course of Action

Due to the transiency of the college population, a variety of medical and health emergencies can affect the college community. These include clusters of communicable disease, including, but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, food-borne illness, meningitis, tuberculosis, or any other reportable communicable disease (excluding sexually transmitted disease).

- County Health Departments are responsible for assessment, surveillance and clinical triage.
- In managing a large-scale emergency, PCC will cooperate with and take direction from local, state and/or federal public health agencies.
- Medical: Anyone can report a medical emergency to 9-1-1.
- Health-Related Exposure: Anyone can report a potential health-related exposure to Risk Services. Exposure may include, but is not limited to, direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area of any PCC location. Beyond initial reporting, PCC will rely primarily on the expertise of local, state and/or federal public health agencies for large-scale medical emergencies. Risk Services will consult with Environmental Health and Safety (EH&S) as needed.
- Mental Health Monitoring: If the Emergency Operations Center (EOC) determines that the nature of the incident may result in mental health issues for responders, staff or students, then it can request mental health monitoring or crisis counseling. The EOC will work with PCC departments (Counseling Services and Human Resources) for counseling/mental health. There are also local resources such as the American Red Cross that can assist in creating and implementing the mental health monitoring plan.

Communicable Disease Management Plan

There is a potential for students and/or staff to be exposed to an infectious disease from an infectious individual at PCC. This plan addresses what to do in case of an incident involving a potential exposure to an infectious disease. This Annex/Plan will comply with the requirements for a Communicable Disease Management Plan as required by the Oregon Health Authority (OHA) and Oregon Higher Education Coordinating Commission (HECC).

Prevention Measures

PCC students and staff should not report to class or work if they are experiencing symptoms of any communicable disease. Each day, prior to leaving their residence they must self-evaluate for symptoms related to the communicable disease (such as):

- Cough;
- Fever or chills;
- Shortness of breath or difficulty breathing;
- Muscle pain;
- Sore throat;
- New loss of sense of smell or taste;
- Headache;
- Diarrhea;
- Nausea;
- Vomiting;
- Runny nose;
- Congestion.

****NOTE:** The above symptoms are common for communicable diseases, but they are also non-specific. If there is a known reason for these (e.g. seasonal allergy) that is not due to the communicable disease, it is acceptable to report to class or work.

If you are symptomatic, please stay home and contact your primary care provider for further assessment and testing options.

Contact by the Health Department

Students and staff who've been contacted by the State or Local Health Department and have been instructed to quarantine or isolate because they have been exposed to a communicable disease, must not report to class or work. They should follow the quarantine instructions given by the Health Department.

Confidentiality

It will be necessary to provide names and contact information to PCC staff involved with managing communicable disease incidents as well as to local and/or state public health agencies. The minimum information necessary to ensure public health will be shared internally and with local and/or state public health agencies.

Students, faculty and staff who are involved in a communicable disease incident *must understand* that they *cannot* divulge any personally identifiable information (PII), including personal health information (PHI), about anyone unless part of a public health investigation.

Similarly, local and/or state public health agencies cannot share PII or PHI with the college unless it is critical to their investigation.

Students, faculty and staff should not ask fellow classmates or employees about the status of any individual.

When a person is visibly symptomatic or is reporting symptoms

If a person has observable or reports communicable disease symptoms, immediately isolate the person from the area. Methods include:

- Having them put on a face covering;
- Stepping outdoors, if possible, and remain at least 6 feet from others;
- Moving to an unoccupied indoor area and remaining at least 6 feet from others.
- After initially isolating them, inform them that they must go to their place of residence (place where the person can recover, self-isolate, etc.)
 - Contact Risk Services at 971-722-2869 or risk@pcc.edu to let them know you had a person who was visibly ill.
 - Provide a contact number so Risk Services can call you back for additional details.

Other people in the symptomatic person's classroom or work area

From a practical standpoint, if a person reports or has visible communicable disease symptoms while at school or work, classmates and colleagues are not likely going to be able to concentrate on work. Classmates and colleagues will be allowed to leave.

Information provided to students and staff

All students and employees will be provided information on symptoms and protective measures in the event that a communicable disease outbreak occurs. The notification may be by direct email, texting, posting to the college website, or other platforms.

The *symptomatic* person will be advised to follow up with their health care provider or the county health department.

Classmates and colleagues will also be advised that they should contact their provider or county health department if they develop communicable disease symptoms or have any questions related to their health.

Notification of Public Health (See contact information above)

Immediately, the symptomatic person's supervisor or instructor (as appropriate) will contact Risk Services or Public Safety to report the incident. The supervisor/instructor will be asked for the students/employee names and as much contact information (e.g. phone numbers) they have about the symptomatic person and others in the area.

Risk Services will contact the health department in the county where the incident took place and provide them as much information as they have on the incident, including the names and contact information for the symptomatic person and other individuals.

Risk Services and Community Engagement will consult with the county health department on follow up actions PCC should take. These may include cleaning, sanitizing, and disinfecting impacted areas and closing parts or all of a PCC location.

Cleaning affected areas

PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing, and disinfecting surfaces during a communicable disease outbreak. Areas where symptomatic persons attended class or work will be cleaned according to FMS procedures.

Isolation and quarantine of affected persons

A person who has observable or reports communicable disease symptoms *is not necessarily infected*. A diagnosis will require a medical evaluation. Nonetheless, PCC will exercise an abundance of caution.

The *symptomatic person* will be provided information on how to self-isolate as if they are infected. They should follow this advice until advised otherwise by their own health care provider or county health department.

Classmates and colleagues will be provided information on how to quarantine as if they were in close-contact with a known infected person. They should follow this advice until advised otherwise by their own health care provider or county health department.

Duration of isolation or quarantine

The duration of isolation and/or quarantine will be dependent upon the type of pathogen and the recommendations by public health.

For the *symptomatic* person:

- If you have a positive communicable disease test, you should remain at your place of residence for *at least* 10 days after illness onset *and* 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If you have a negative test (and if you have multiple tests, all tests are negative), you should remain at your place of residence until 72 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If you did not undergo testing, you also should also remain at your place of residence for at least 10 days after illness onset *and* until 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.

For *classmates and colleagues*:

- You should quarantine yourself for 14 days after your last contact with a confirmed or presumptive case. You should seek testing should symptoms develop.

Contact tracing and case investigation

In some cases, the local public health department (LPHD) will need to perform contact tracing when there are reports of confirmed, presumed, or suspected communicable disease cases associated with PCC. The LPHD will conduct the tracing according to their guidelines.

When requested by the LPHD, PCC will assist LPHD in contact tracing by providing the LPHD with the names and contact information of potentially exposed individuals when asked for by the LPHD.

PCC will utilize class registration information and employee workplace assignments to assist the LPHD in their contact tracing and case investigation.

College public health messaging

PCC will utilize multiple platforms to provide public health messaging to students and staff. These may include, as appropriate: The PCC-public website; myPCC; email; and text alerts.

Organizations Responsible for Providing Disaster/Emergency Health and Medical Services

County Health Departments

Multnomah County Health Department
Address: 619 NW 6th Ave, Portland, OR 97204
Phone: 211
Phone: (503) 988-3674
Email: health.dept@multco.us
Website: <https://multco.us/health>

Multnomah County Emergency Operations Center Liaison for Schools and Colleges
Phone: (503) 988-0061

Washington County Department of Health and Human Services
Address: 155 N 1st Ave #160, Hillsboro, OR 97124
Phone: (503) 846-3594
Email: <https://www.co.washington.or.us/FooterContact.cfm?deptid=%206EOC-Liaison@co.washington.or.us>
Website: <https://www.co.washington.or.us/HHS/>

Yamhill County Health and Human Services
Address: 627 NE Evans St, McMinnville, OR 97128
Phone: (503) 434-7525
Email: <https://hhs.co.yamhill.or.us/contact>
Website: <https://hhs.co.yamhill.or.us/>

Clackamas County Public Health
Address: 2051 Kaen Rd #367, Oregon City, OR 97045
Phone: (503) 655-8224
Report an illness via email: PH-CommunicationsTeam@clackamas.us
Website: <https://www.clackamas.us/publichealth>

Columbia County Health Services
Address: 2370 Gable Rd, St Helens, OR 97051
Phone: (503) 397-7247
Email: health@columbiacountyOR.gov
Website: <https://www.columbiacountyor.gov/departments/PublicHealth>

Oregon Health Authority

Address: 500 Summer Street, NE, E-20 Salem, OR 97301-1097
Phone: (503) 947-2340
Website: <https://www.oregon.gov/oha/pages/index.aspx>

Centers for Disease Control and Prevention

1600 Clifton Rd
Atlanta, GA 30333

800-CDC-INFO
(800-232-4636)
TTY: (888) 232-6348
Email: cdcinfo@cdc.gov
www.cdc.gov

Organization Responsible for Arranging Crisis Counseling for Emergency Workers

American Red Cross Northwest Oregon Chapter
Address: 3131 N. Vancouver Ave. Portland, OR 97227
Phone: (503) 284-1234
Website: <https://www.redcross.org/local/oregon/about-us/locations/northwest-oregon-chapter.html>

Department Responsible for Providing Post-Incident Mental Health Care

PCC Counseling (for students)
(971) 722-8153
<http://www.pcc.edu/counseling>
Human Resources (for employees)
(971) 722-5872

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Emergency Manager prior to posting.

Submissions

This *Portland Community College COVID-19 Health and Safety Operational Plan* was approved by the PCC Board of Directors and submitted to the agencies listed below:

Portland Community College

This plan was adopted on August 20, 2020 by the PCC Board of Directors with Resolution **21-xxx**.

Local Public Health Authorities

- Clackamas County Public Health, submitted electronically to PH-CommunicationsTeam@clackamas.us on August 21, 2020
- Columbia County Public Health, submitted electronically to health@columbiacountyOR.gov on August 21, 2020
- Multnomah County Public Health, submitted electronically to schoolplans@multco.us on August 21, 2020
- Washington County Public Health, submitted electronically to EOC-Liaison@co.washington.or.us on August 21, 2020
- Yamhill County Public Health, submitted electronically to covid@co.yamhill.or.us on August 21, 2020

Higher Education Coordinating Commission

- HECC, submitted electronically to Karen Lynne Howard (Karen.lynne.howard@HECC.OREGON.GOV) on August 21, 2020