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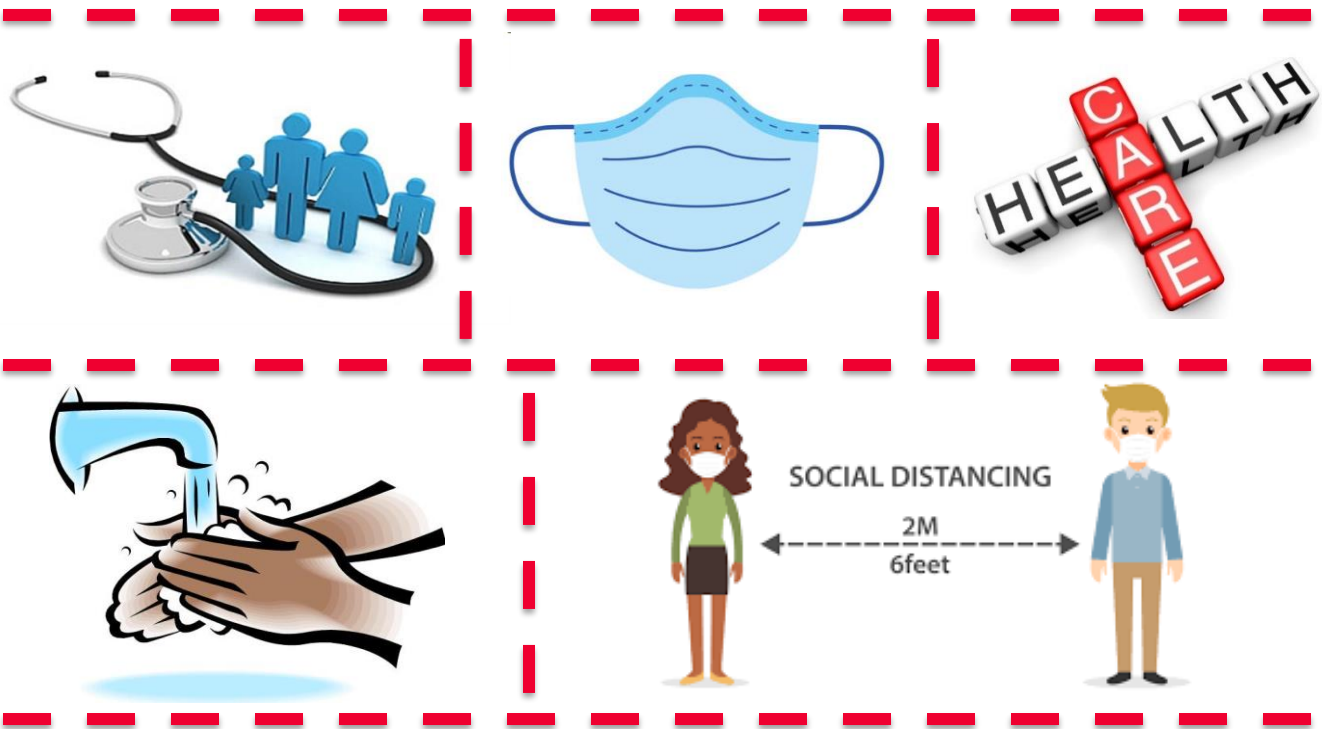
# COVID-19

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## Infectious Disease Preparedness and Response Plan



**Baker  
College**



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## **GENERAL STATEMENT**

Baker College developed and will update this plan based on the best available information and guidance from the CDC, State of Michigan, Local Health Departments, and the American College Health Association in an effort to mitigate infection risks on any BC campus. Additionally, this plan shall not supersede any order from the State of Michigan. BC is dedicated to providing a safe and comfortable environment for all stakeholders while doing our best to ensure we provide the most accurate and up-to-date information available. BC reserves the right to modify this plan based on additional guidance.

## **PURPOSE**

The purpose of this COVID-19 Infectious Disease Preparedness and Response Plan is to assist in keeping our Campus Communities safe. COVID-19 is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.

BC has developed this Plan to be consistent with the recommendations found in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (OSHA), as well as from additional legal guidance.

The COVID-19 Infectious Disease Preparedness and Response Plan contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist the BC Campus Community in providing a safe and healthy workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA and by the State of Michigan.

## **WHAT IS COVID-19**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms of COVID-19 include cold or flu-like symptoms but are not limited to: uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another, as defined by the CDC.
- Respiratory droplets produced when an infected person coughs or sneezes causing these droplets to land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission:

[www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html)

## **RESPONSE MEASURES FROM BAKER COLLEGE**

- BC established a COVID-19 website that included important information and developments affecting the BC Campus Community at <https://www.baker.edu/coronavirus/>
- The BC President's Cabinet meets regularly to discuss COVID-19 and other operational and strategic objectives.
- BC identified essential personnel pursuant to guidelines from the State of Michigan and Cybersecurity and Infrastructure Security Agency (CISA).

- BC enacted distance learning for all classroom operations.
- BC deployed plans for employees to work remotely.
- BC provides facial tissues and garbage cans for all campus visitors.
- BC promoted basic infection prevention measures, including social distance measures and the use of PPE's.
- BC has minimized contact among members of the BC Campus Community and outside personnel by replacing face-to-face meetings with virtual communications and implementing telework.
- BC has placed a hold on all nonessential travel.
- BC has implemented the directives of the local health department for each campus location as required.
- BC has posted all directives from the local health department for each campus location as required.
- All Engineering Controls, Administrative Controls, and Personal Protective Equipment measures are assessed in an on-going format.
- BC formed a Pandemic Response Team to develop plans for a return to work and make changes based on regulatory requirements or updated guidance.
- BC has developed a phased-in process for return to work/school.
- BC has defined employee's need to return to campus based on their ability to work from home. Employees are classified from level 0 to level 4 to determine when they will return to work.
- BC has developed increased cleaning and disinfecting protocols to be used when the campus community returns.
- BC has evaluated developed local campus plans to address building entrances and exits, social distancing expectations, and signage.

- BC has clearly described how employees who are sick at work will be handled to control the spread of the disease.
- BC has defined Vulnerable Populations as outlined by the CDC.
- BC has implemented and installed an array of safety measures to promote safe habits on campus.
- BC requires all contractors and tenants to follow the same protocols and procedures that BC has implemented.
- BC has implemented temporary occupancy guidelines based on social distancing expectations.
- BC has implemented specific entrances as exclusive entrances to each campus.
- BC has implemented a no visitors policy in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors must follow the same procedures and protocols as BC faculty, staff and students.
- If BC requires PPE while on campus, the PPE will provide to employees, students, and guests to the campus. PPE requirements will be:
  - Selected and required based upon the hazard to the worker.
  - Properly fitted and periodically refitted, as applicable (e.g., respirators).
  - Consistently and properly worn when required.
  - Regularly inspected, maintained, and replaced, as necessary.
  - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

## **RESPONSE MEASURES FOR THE BC CAMPUS COMMUNITY**

### **(Upon returning to campus)**

Initial response measures for the BC Campus Community include, but are not limited, to the following:

- The BC Campus Community should monitor and follow all recommendations from the State of Michigan, local county health departments, and Baker College.

- BC has designated the on-duty Campus Safety officer as the workplace supervisor as they implement, monitor, and report on the COVID-19 to the Director of Student Affairs, Director of Academic Affairs, and the Pandemic Response Team.
- Any member of the BC Campus Community is expected to stay home if they are sick or have been exposed to someone who has tested positive for COVID-19 (pursuant to the Daily Health Screening form).
- Any member of the BC Campus Community must immediately report any signs of sickness to their supervisor.
- Any member of the BC Campus Community should contact Dana Clark at (989) 729-3955 or [dana.clark@baker.edu](mailto:dana.clark@baker.edu) with any questions related to employment matters.
- Any member of the BC campus community should report any safety or health concerns to Dana Clark at (989) 729-3955 or [dana.clark@baker.edu](mailto:dana.clark@baker.edu)
- The BC Community should frequently wash their hands with soap and water for at least 20 seconds. BC will place hand sanitizer stations with alcohol-based sanitizer containing at least 60% alcohol in all open areas where soap and running water are not immediately available.
- The BC Campus Community is expected to adhere to proper respiratory etiquette, including covering coughs and sneezes.
- Any member of the BC Campus Community should not use other colleagues' phones, desks, offices, or other work tools and equipment, when possible. If work items have shared users, those items should be wiped down and disinfected between users.
- Members of the BC Campus Community must abide by all posted occupancy guidelines for every room.
- Members of the BC Campus Community should review and follow all posted occupancy and area closures while on campus.

- Employees are to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Students should report any cleaning needs to the Facilities Department immediately.

### **CLASSIFYING WORKER EXPOSURE TO SARS-CoV-2**

BC community risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent the probable distribution of risk. The BC Campus Community will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

#### **Occupational Risk Pyramid for COVID-19**





## **LOWER EXPOSURE RISK (CAUTION)**

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 and also do not have frequent close contact, as defined by the CDC, with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

### **Engineering Controls**

- Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

### **Administrative Controls**

- BC will continue to monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Employees are encouraged to check the CDC COVID-19 website regularly: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)
- Social distancing signage is installed in general office areas on in hallways to promote social distancing.
- Handwashing techniques and cough and sneeze etiquette signage are to be installed on all digital signage and in restrooms.

### **Personal Protective Equipment**

- BC is requiring all employees to wear face masks while on campus. Additional PPE is not recommended for workers in the lower exposure risk group. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

## **MEDIUM EXPOSURE RISK**

Medium exposure risk jobs include those that require frequent and/or close contact, as defined by the CDC, with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community

transmission, workers in this risk group may have contact with students who may return from domestic and/or international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, the BC Campus Community in this category may also have contact with the general public (e.g. Help Desk, Registration, Campus Safety).

### **Engineering Controls**

- Physical measures, such as plexi-glass barriers, are to be installed at areas of potential person-to-person contact (i.e. OneStop, ARC, Campus Safety, General Office Front Desks)

### **Administrative Controls**

- BC has limited public and student access to work areas on campus and/or restricted access to only essential personnel.
- BC has implemented strategies to minimize personal contact whenever feasible.

### **Personal Protective Equipment**

- BC is requiring all employees to wear face masks while on campus. BC Campus Community members with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment and the types of exposures workers have on the job.
- Any employee who has face-to-face interactions with the public and social distancing measures are not possible, the public must wear a facial covering. Facial cover includes any covering which snugly covers the face and mouth, whether store-bought or homemade and which is secured with ties or ear loops.
- Examples of compliant homemade masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
  - N95 rated masks or surgical masks should not be utilized as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
  - Persons who wear facial coverings should review the CDC guidelines regarding safely applying, removing and cleaning.

## **RESPONSE PROTOCOL FOR EMPLOYEES WITH COVID-19 SYMPTOMS OR POSITIVE TEST AT A BC LOCATION**

A BC Campus Community member displaying one or more of the following symptoms may have contracted COVID-19 and the appropriate protocol needs to be implemented immediately. Symptoms of COVID-19 include cold or flu-like symptoms but are not limited to: uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

### **Protocol to Address Symptomatic Individual**

- If any BC Campus Community member is exhibiting symptoms of COVID-19 while at any BC location, the supervisor/faculty member should be alerted and they will take care of the next steps in the protocol.
- Others in the campus community should not interact with the symptomatic individual directly and should observe social distancing of 6 feet separation.

### **Suspected Cases**

Any BC Campus Community member will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above)
- They are experiencing two or more of the following COVID-19 symptoms:
  - Diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - The employee came in close contact, as defined by the CDC, with someone who has tested positive for COVID-19.

If a BC Campus Community member believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor, faculty member and/or Human Resources contact;
- Seek immediate medical care or advice and do required testing to confirm
- Self-quarantine until contacted by BC representative

If a BC Campus Community member qualifies as a Suspected Case, then the College may:

- Notify the BC Campus Community members who may have come into close contact, as defined by the CDC, and;
- Will ensure that any area the individual occupied on campus is thoroughly cleaned.

### **Confirmed Cases**

Any BC Campus Community member will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations within 2 days or 48 hours from the onset of symptoms for COVID-19 and subsequently tests positive for COVID-19.

If a BC Campus Community member believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor, program director and/or Human Resources contact of his or her diagnosis; and
- Remain off campus until they are cleared to return to work.

If a BC Campus Community member has a Confirmed Case, then the College will:

Notify all BC Campus Community members who may have come into close contact, as defined by the CDC, with the employee;

- Report the positive test to the local health department and identify all other employees who came in close contact with the employee
- Ensure that any area the COVID-19 positive individual occupied will on campus is thoroughly cleaned and disinfected;

- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with the BC Campus Community about the presence of a confirmed case, the cleaning/disinfecting plans, and when the contaminated areas will reopen.

## **BUSINESS CONTINUITY PLANS**

The Pandemic Response Team will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) activate BC's emergency communication plan to communicate important messages to employees and constituents.

BC has developed a four phase plan to return to campus. Depending on guidance from the State of Michigan, the CDC, and the local health departments, BC will move in and out of the four different phases to ensure compliance with state orders and government guidance.

- Campus Safety maintains a presence on campus with students continuing to live in Residence Halls.
- BC offers courses in a variety of delivery methods and will transition face-to-face courses between synchronous virtual and face-to-face depending on the opening phase BC is currently in. The Center for Teaching Excellence provides continued support to faculty during this transformation to virtual learning.
- Academic Advisors are available virtually to assist students to plan their continued academic journey.
- OneStop and Financial Aid are available to virtually assist students.
- Residence Halls are open for students taking courses.

## **DOCUMENTS AND FORMS**

- [Better Together Philosophy](#)
- [Campus Operations Opening Phases](#)
- [Face Covering Usage](#)
- [Health Screening Requirements by Phase](#)
- [Leave Policy](#)
- [Pandemic Response Team](#)
- Protocols
  - [Contractor and Vendors](#)
  - [Employee – Return to Work](#)
  - [Facility Cleaning and Disinfecting](#)
  - [Students – Return to Class](#)
  - [Students – Return to Residence Halls](#)
  - [Tenants](#)
- [Return to Campus Operations Education Plan](#)
- [Self-Certification Health Screening Protocols](#)
- [Student Return to Campus Phases](#)
- [Unpaid Leave Request Form](#)

## **EDUCATIONAL RESOURCES**

- [Face Coverings](#)
- [How to Clean and Disinfect](#)
- [Know How It Spreads](#)
- [Respiratory Etiquette](#)
- [Symptoms of Coronavirus](#)
- [What is Social Distancing](#)
- [When and How to Wash Your Hands](#)

## REFERENCES

American College Health Association. (May 7, 2020), Considerations for Reopening Institutions of Higher Education in the COVID-19 Era.

[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

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