

# Campus Reopening Guide

Higher Education Re-Opening Workgroup

Convened by:

State Board for Community and Technical Colleges  
Council of Presidents  
Independent Colleges of Washington



# Principles and Guidance

Washington is home to some of the best colleges and universities in the nation. In these challenging times, we have found partnership and great strength in collaboration across levels and sectors of higher education. The Higher Education Leaders Re-Opening Work Group represents that partnership, and together we speak for 50 higher education institutions across the state of Washington, educating more than 550,000 students.

June 17, 2020

To: Governor Jay Inslee

From: Higher Education Re-Opening Work Group

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Subject: Principles and Guidance for Re-Opening Higher education Institutions

We know that you believe, as we do, that Washington is home to some of the best colleges and universities in the nation. In these challenging times, we have found partnership and great strength in collaboration across levels and sectors of higher education. The Higher Education Leaders Re-Opening Work Group represents that partnership, and together we speak for 50 higher education institutions across the state of Washington, educating more than 550,000 students.

From the earliest days of the COVID-19 pandemic, we have been grateful for your leadership and your support for the significance of higher education as an essential industry enabling us to remain "open" while teaching and supporting students within public health guidelines. The state's social, economic and cultural well-being, and its recovery depends upon the education, research, and public service we provide.

Following on good and consultative discussions with your policy team, and the briefing we made on May 21, we partnered with Challenge Seattle and the Washington Roundtable to engage the Boston Consulting Group to build out our initial re-opening framework. Attached is a set of slides designed to serve as a set of principles and guidance for higher education institutions. It is our desire to instill confidence in students, families, staff, faculty, communities, and public sector leaders in back-to-school planning.

Each day, our higher education institutions fulfill our missions to prepare students of all ages and backgrounds for better livelihoods, emphasizing the benefits that completing postsecondary education brings for individuals and society, particularly in fields critical to our state's recovery.

Higher education institutions in Washington are also a key economic driver of communities across the state. The reopening of higher education institutions will play a crucial part in the economic recovery of the state of Washington as a whole both in terms of economic impact on the state and providing Washington employers with the highly trained talent they need to recover and thrive. It is critical to ensure equitable outcomes and mitigate any disproportionate impacts on a given population.

In a COVID-19 environment, we as the higher education institutions in the state of Washington seek to:

- Promote safe and healthy environments both for the people in our surrounding communities and on-campus for our students, staff, and faculty.

# Principles and Guidance

- Partner with public health officials to ensure we are guided by what keeps our communities safe, building on prior work in partnership with our local health departments to help us effectively plan and implement health and safety protocols.
- Use data-and science-driven decision-making to make informed choices and prepare in the face of uncertainty.
- Develop detailed implementation plans that meet the needs of each school's relevant community environments and that can flexibly adapt to changing circumstances.

We recognize that each campus is different—varying by size, geographic location, mission, mix of academic programs—and those specifics are driving the best decisions of individual colleges. Still, across all higher education institutions in the state of Washington, we are working together to share our thinking on our decision-making process and contingency planning as we prepare for different possible scenarios going forward, taking into account:

- Government requirements to ensure we are following health and safety protocols
- Healthcare capacity measures in terms of testing, personal protective equipment, case and contact investigations
- Ways to protect the at-risk and vulnerable among our students, staff, faculty, and community
- Operational and financial feasibility to ensure we are able to flexibly action on plans should conditions shift
- Effective use of resources for students and the state while delivering on the mission of higher education
- Support for social and emotional needs across all student populations
- Equitable impact on student outcomes

We further pledge to continue working together to flesh out any outstanding items that require further collaboration and partnership. Getting our colleges and universities safely reopened and back to the hallmark of face-to-face and hands-on instruction – even if six feet apart and wearing masks– is important to the students who stay here for higher education, and to the thousands of students who come to Washington for their undergraduate and graduate education.

We look forward to your feedback, and seek your endorsement of the approach we have outlined.

Thank you for your leadership and consideration.



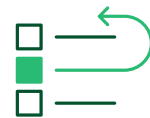
# Context setting

## Aligned statement & checklists



### Why | Reason for development

- Instill confidence in key stakeholders about the development of higher education institutions' back-to-school plans in Washington
- Align how higher education institutions in Washington are approaching and developing back-to-school plans



### How | Process for development

- Developed based on interviews with public health and university leaders in addition to incorporating effective practices seen globally
- Built off prior work including:
  - Higher education institution work preparing for and executing reopening under the Governor's "Safe Start" measures
  - Higher Ed Reopening Matrix developed by the Higher Ed Leaders Re-Opening Workgroup
  - WA Private Sector Employer Checklists
  - CDC and WA Labor & Industries guidelines

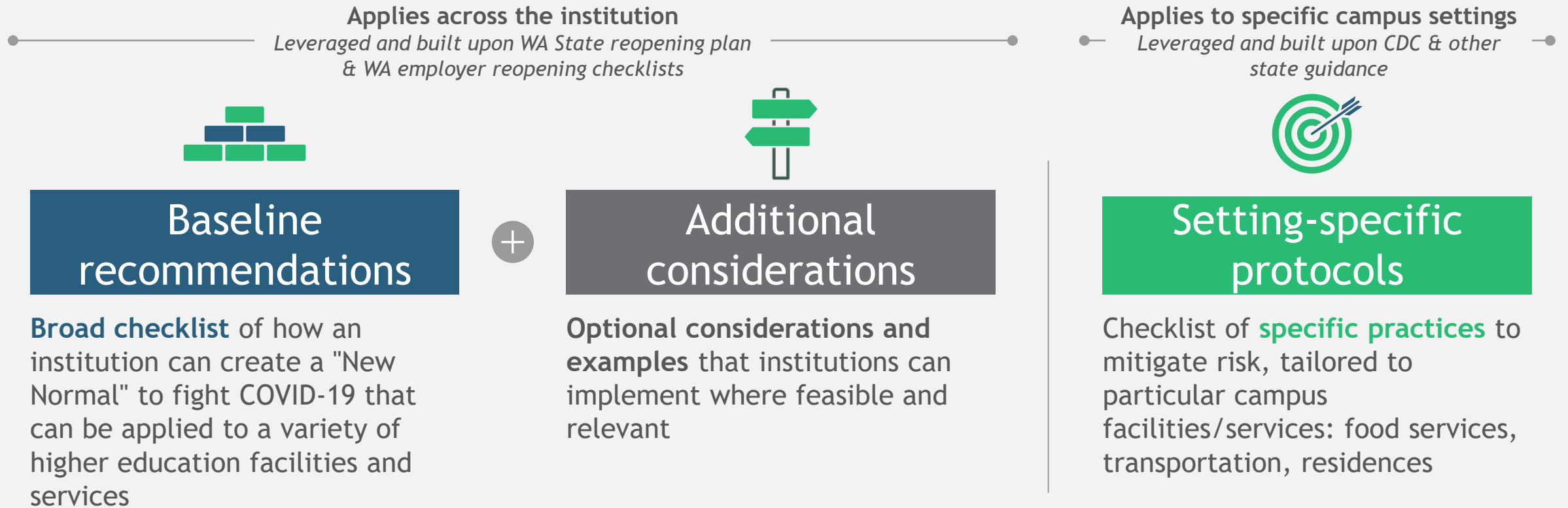


### Who | People engaged for development

We spoke with individuals from the organizations below and incorporated their input:

- Washington Council of Presidents
- Independent Colleges of Washington
- Washington State Community and Technical Colleges
- University of Washington reps.
- Washington State University reps.
- WA Student Achievement Council
- King County Public Health reps.
- Spokane County Public Health reps.
- Whitman County Public Health reps.
- WA Department of Health
- WA Labor & Industries
- WA Roundtable
- Challenge Seattle

# Three forms of checklists to serve as guidance for higher education institutions in Washington state



*Higher education administrators have a strong incentive to meet (and exceed where/when appropriate) baseline recommendations as adverse public health outcomes could result in more stringent restrictions*

*For reference:*  
Checklists  
developed using  
multiple sources



#### **Baseline/Additional considerations**

- Adjusted Washington Roundtable / Challenge Seattle "two tiered checklists for employer Safe Work Plans" for higher education context



#### **Food services protocol**

- Synthesized National Restaurant Association restaurant recommendations and Cushman and Wakefield food hall guidance



#### **Campus transportation protocol**

- Synthesized CDC and US Department of Transportation recommendations



#### **Residences protocol**

- Synthesized CDC recommendations for Shared or Congregate Housing and Correctional/Detention Facilities

# Baseline recommendations for higher education institutions reopening plans

Institutions are developing Safe Back-to-School plans to resume operations with consideration of these critical elements



Supporting a common **"New Normal"** foundation to mitigate COVID-19

The following checklist provides proposals for institutions of higher education in Washington State to reopen operations.

These actions will run in parallel to public health efforts.

Protecting Washingtonians through a safe reopening and acting as good stewards of our local communities is our priority.

Subject to change based on public health guidance.

## Campus Safety

- Adhere to federal, state and local public health and safety guidelines; develop comprehensive plans for each phase of reopening in accordance with WA State guidelines and local health guidelines; make available a copy of these plans at each location on campus
- Work from home for operations able to be performed remotely and institutions will follow WA State returning to work guidance for its personnel
- Maintain minimum physical distancing whenever possible of 6 feet between all on-campus personnel, including with visitors; where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure
- Follow WA State phased reopening guidelines for gathering sizes
- Ensure frequent and adequate hand washing policies and include adequate maintenance of supplies; use disposable gloves where safe/applicable to prevent transmission on shared items
- Routine sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales)
- Ask students/personnel to self-certify that they have experienced no CV-19 symptoms since last visit to campus facility
- Ask students/personnel to stay home and seek medical guidance if they are experiencing any known symptoms; remain isolated until diagnosis and next steps are clear
- Ask students/personnel to self-quarantine per local public health guidelines if confirmed to have COVID-19 or exposed to confirmed case
  - Please see supporting guidance from the WA State Department of Health: [Click for link](#)
- Develop response protocols for students, personnel, and visitors reporting symptoms and/or are confirmed to have COVID-19
- Avoid non-essential travel by school personnel and propose self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel); follow WA State reopening guidelines for travel
- If feasible, log students, personnel (and visitors where possible); follow WA State guidelines for logging onsite personnel
- Available contact for all students/personnel to report concerns and/or potential violations of the Safe Back-to-School Plan
- Regular self-monitoring and updates of the Safe Back-to-School Plan
- Communication of Safe Back-to-School Plan to all students and personnel including any future modifications
- Designate specific spaces for isolating campus personnel and/or students on-campus as needed (e.g. specific building campus personnel and/or students can quarantine in)

## Student/Personnel Support

- Adhere to state and federal law for health and safety during COVID-19 including WA State's "Safe Start" guidelines and [WA Labor & Industries guidelines](#)
- Provide students/personnel with PPE such as gloves, goggles, face shields, and masks as appropriate or required for students/personnel not working alone (e.g. any public-facing job and/or those whose responsibility includes operating within physical distancing limits of 6 feet; if PPE cannot be provided as appropriate shut down activity)
  - Note: Follow [WA Labor and Industries guidelines for masks](#)
- Identify available alternative arrangements for students/personnel upon requests or refusals to work due to concerns related to campus safety. Priority should be given for students/personnel who are considered high-risk/vulnerable as defined by public health officials; Follow WA State guidelines for COVID-19 scenarios & benefits
- Educate students/personnel on symptom detection, sources of high risk to COVID-19, prevention measures, and leave benefits/policies (e.g., UI for personnel that need to self-quarantine); follow any education requirements for employers per WA COVID-19 safety plan

## Visitor Expectations

- Limit or prohibit visitors
- Visible entry point signage for students, personnel, and visitors on shared on-campus responsibilities (including proper hygiene & sanitization, physical distancing/PPE guidance and information for reporting concerns, staying home if feeling sick)

# Additional considerations: Campus safety

Elements for institutions to consider & implement where feasible/relevant



## Helping develop individualized, flexible Safe Back-to-School Plans

Each individual institution will develop and implement a Safe Back-to-School Plan.

The following lists are considerations and examples to aid in the development of individual plans.

Note: Institutions are not recommended to implement all listed examples. These are provided as known practices being utilized to-date and are subject to change.

### Encouraging proper hygiene & health practices

- Encourage students/personnel to do regular temperature checks at home before coming to work
- Avoid non-essential person-to-person contact (e.g., handshakes)

### Health screenings and testing

- Routine temperature checks & screens on-premise
- Work with Institutions within the same county to coordinate testing efforts

### Enabling tracking and tracing

- Notify and isolate all students/personnel in contact with an individual that develops symptoms while maintaining confidentiality of those who are sick
- Disinfect areas where students/personnel who was sick touched
- Have the ability to log visitors that come on-campus

### Sanitation procedures

- Provide hand sanitizer at entrances/exits
- Encourage personnel to wash hands regularly (after bathroom breaks, after eating, etc.)
- Provide disinfectant wipes
- Ensure frequent cleaning of high touch or shared equipment
- Sanitize/quarantine deliveries/packages
- Perform regular deep cleaning
- Provide soap and running water, when running water not available provide portable washing stations

### Limiting shared resources

- Limit shared desks/workspaces
- Reduce use of shared office supplies/resources
- Limit shared food
- Limit cafeteria capacity and services
- Limit public kitchens/vending

### Methods to enact distancing procedures

- Implement reduced maximum capacity limits
- Stagger arrivals into campus spaces to avoid congestion
- Limit ingress/egress points in campus buildings/facilities while maintaining fire exits
- Stagger entry into buildings/facilities
- One-way facility aisles
- Use distance markings at places of congregation
- Enact plexiglass protection between workstations
- Virtual meetings even when on campus
- Re-organize floor layouts to permit physical distancing
- Stagger usage of common areas
- Avoid sitting face-to-face
- Create isolated work cells/teams for on-campus personnel where possible
- Identify choke point and high risk areas where personnel typically congregate where distancing will need more control/monitoring
- To the extent practical, allow only one group/class at a time at the same location/lab/classroom.

### Ensuring governance & accountable roles over plan

- Appoint team/lead to manage ongoing Safe Back-to-School Plan and monitor ongoing health of personnel at on-campus locations
- Designate a hygiene leader for facility who is responsible for protocol audits
- Regular reporting of student and personnel sentiment and tracking of public health trends

### On-going training to meet health guidelines

- Host pre-return training and track attendance/completion
- Educate students/personnel in the language they understand best about coronavirus and how to prevent transmission and the institution's COVID-19 policies.



# Additional considerations: Campus support

Elements for Institutions to consider & implement where feasible/relevant



## Helping develop individualized, flexible Safe Back-to-School Plans

Each individual institution will develop and implement a Safe Back-to-School Plan.

The following lists are considerations and examples to aid in the development of individual plans.

Note: Institutions are not recommended to implement all listed examples. These are provided as known practices being utilized to-date and are subject to change.

### Ongoing communication to workforce

- Provide content for vulnerable students/personnel to help navigate back-to-school (e.g. aggregate helpful materials, explain evolving gov't benefits)

### Enacting modified working models for personnel

- Job shares that allow for reduced hours
- Offer partial workforce or alternate day of week operating model
- Different in-office working hours (e.g. two shifts: 6:30a-12:30p and 1p-7p with time between shifts)

### Expanded / extended work from home & leave policies

- Provide one-time home office supply voucher
- Tiered PTO (e.g. FTEs get additional 80 hours; PTE get additional 40 hours; all paid out at year end if not used)
- Create workforce relief/aid fund and adopt policy on how funds will be distributed
- Create policies to encourage students/personnel to stay home when feeling sick or came into contact with positive case

### Decreasing commute risks & pressure on public transport

- Promote and enable individual commutes (e.g., subsidized biking/parking)
- Institution-sponsored buses/transit options
- Alternative hours to limit transportation during high public traffic hours

### Providing additional training and resources

- Provide guidance on virtual and in-person teams
- Provide career planning and resources
- Train staff to support new back-to-school model
- Post, in areas visible, required hygienic practices

### Enabling access to education and childcare

- On-site day care or study rooms for limited number of children per day
- Voucher for online education tools
- Access to apps to match caregivers with need (including recently displaced workers)
- Priority for childcare for workers and students not able to WFH

### Building morale and virtual culture

- Create virtual HR office hours and/or HR hotline
- Virtual companywide meetings
- Create networks for workers to connect/share remote working best practices
- Sponsor well-being challenges geared to staying physically and mentally healthy

### Supporting mental health needs

- Access to reduced cost and/or free counseling
- Access to reduced cost and/or telemedicine consultations
- Benefit extensions for household members
- Access to meditation/mindfulness content
- Digital support groups to decrease isolation and share ideas
- Virtual play dates for families with children of similar ages
- Expand virtual health and counseling and continue to provide virtual options after reopening

### Ensuring equitable outcomes

- Consider and mitigate any disproportionate impacts on a given population (e.g., due to instructional decisions)

# Recommended protocols for food services to resume operations (1/2)

Supporting a common  
“new normal” foundation  
 to mitigate COVID-19

The following checklist provides recommendations for campus food services to reopen operations

These actions will run in parallel to public health efforts

Our priority is protecting campus communities in Washington by acting as good stewards

Subject to change based on public health guidance

Note: Must consider that food services on a campus will have regular visits and thus may be higher risk than a restaurant



## Cleaning and sanitizing

- Complete thorough and detailed cleaning of entire facility, with focus on high-contact areas that would be touched by both students/personnel
- If relevant, consider single-use menus only; follow WA State phased reopening guidance for menus
- Make hand sanitizer readily available to workers and visitors at counters, tables and stations and consider touchless solutions
- Complete routine sanitization of high-touch surfaces and shared resources (e.g., door handles, points of sales)
- Use EPA-registered disinfectant products and avoid all food contact surfaces when using disinfectants
- Consider reducing facility hours for extra deep cleaning
- Cleaning staff wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- When dining reopens, sanitize tabletops, booths, etc. between seatings
- Clean and sanitize restrooms regularly based on frequency of use once dining reopens



## Physical distancing

- Maintain physical distancing of 6 feet for extended periods of >15 minutes (e.g., students waiting in-line to enter facility, customers waiting for takeaway); PPE to be provided for all workers
- Require dining staff to wear face coverings; follow WA State reopening guidelines and WA Labor and Industries guidelines for masks
- Implement floor markings to promote physical distancing
- Post signs to remind students/personnel of physical distancing, PPE requirements and to use hand sanitizer
- Enforce capacity limits (e.g., enforced at point of entry with clickers); follow WA State reopening guidelines for restaurants
- Consider an exit from the facility separate from the entrance
- Manage employee schedules to allow for physical distancing whenever possible
- Where possible, workstations to be staggered so employees can avoid standing direct next to one another
- Limit the number of employees allowed simultaneously in any break rooms
- Update floor plans for common dining areas, redesigning seating arrangements to ensure to ensure physical distancing may be maintained between tables while visitors are eating once dining reopens
- Limit amount of time each patron is allowed to remain in order to reduce exposure

# Recommended protocols for food services to resume operations (2/2)

## Supporting a common “new normal” foundation to mitigate COVID-19

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Note: Must consider that food services on a campus will have regular visits and thus may be higher risk than a restaurant



### Employee health and personal hygiene

- Require employees with COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- Ask employees to self-quarantine for 14-days from symptom onset or test positivity of the case per Washington public health guidelines if confirmed to have COVID-19 or exposed
- Provide employees with face coverings and keep face coverings clean and ask employees to follow 6 ft distancing guidelines; follow WA State reopening guidelines and [WA Labor and Industries guidelines for masks](#)
- Train all employees on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face
- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the institution's COVID-19 policies



### Facility safety

- Have the ability to log all workers that come on premise for purposes of supporting public health contact tracing by the WA DOH
- Check appropriate functioning of HVAC
- Ask workers resuming on-premise work to confirm they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return
- Restrict cash payments; allow payments only by card or contactless
- Consider use of pre-rolled, disposable silverware if possible
- Ensure adequate storage of necessary materials to meet PPE and cleaning requirements
- Communicate safety protocols to all workers and dining visitors, including available contact to report violations of protocols
- If offering delivery options, ensure coolers and transport containers are sanitized and encourage customers to use "no touch" deliveries



### Customer expectations

- Visible entry point signage for workers, volunteers and visitors on shared responsibilities (including proper hygiene and sanitization, physical distancing, PPE guidance and information for reporting concerns,)
- Require or strongly encourage all patrons to wear cloth face coverings
- Make visitor safety guidelines publicly available
- Consider using social media or website to educate students/personnel on food service protocols and what to expect in dining halls



### Student/personnel support

- Adhere to state and federal law for health and safety during COVID-19 including WA State's "Safe Start" guidelines and [WA Labor & Industries guidelines](#)
- Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying students/personnel regularly
- Provide early reopening communication by keeping workforce informed as soon as appropriate
- Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes
- Ensure any student/employee can follow on-campus student health specific guidelines before returning to work and while working



# Recommended protocols for campus transportation to resume operations (1 / 2)

Supporting a common “new normal” foundation to mitigate COVID-19

The following checklist provides adaptations for campus transportation, if applicable, to resume operations  
These actions will run in parallel to public health efforts  
Our priority is protecting campus communities in Washington by acting as good stewards  
Subject to change based on public health guidance

## Cleaning and sanitizing

- After each journey, complete thorough and detailed cleaning of all surfaces, with focus on high-contact areas that would be touched by both employees and passengers (e.g., handles, metal bars)
- Make hand sanitizer readily available and create frequent opportunities for employees to wash their hands
- Provide disposable disinfectant wipes on buses, etc. and train employees on how to regularly clean the area
- Use EPA-registered disinfectant products
- Consider reducing operating hours for extra deep cleaning
- Cleaning staff wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash
- Clean and sanitize restrooms regularly based on frequency of use

## Physical distancing

- Institute measures to physically separate employees from passengers by a distance of 6 feet or greater (e.g., physical partitions for drivers)
- Consider limiting capacity based on size of vehicle (e.g., 50%)
- Ask passengers to maintain physical distancing of 6 feet and face masks worn by all employees and passengers; Follow WA Labor and Industries guidelines for masks
- Implement floor markings to promote physical distancing on board
- Post signs for passengers to remind them of physical distancing, face covering requirements and to use hand sanitizer
- Limit contact between employees and passengers as much as possible
- Consider designating specific doors for entry only and others for exit only to minimize passenger contact
- Manage employee schedules to allow for physical distancing whenever possible
- Consider closing off every other seat on board with tape or signs to promote physical distancing
- Encourage employees and passengers to avoid congregating in waiting areas and design a process to ensure all stay separate while waiting to board (e.g., outdoor distancing)

# Recommended protocols for campus transportation to resume operations (2/2)

Supporting a common “new normal” foundation to mitigate COVID-19

The following checklist provides adaptations for campus transportation, if applicable, to resume operations

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Our priority is protecting campus communities in Washington by acting as good stewards

Subject to change based on public health guidance

## Employee health and personal hygiene

- ❑ Require employees with any COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- ❑ Require employees to self-quarantine for 14-days from symptom onset or test positivity of the case per Washington public health guidelines if they have been exposed to COVID-19
- ❑ Provide employees with face masks and keep face masks clean; Follow [WA Labor and Industries guidelines for masks](#)
- ❑ Train all employees on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face
- ❑ Train all employees on symptom detection, sources of high risk to COVID-19, prevention measures and leave benefits/policies

## Vehicle safety

- ❑ Have the ability to log all employees that come on board for purposes of supporting public health contact tracing by the Washington Department of Health
- ❑ Check appropriate functioning of HVAC
- ❑ Ask workers resuming work to confirm they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return
- ❑ Ensure adequate storage of necessary materials to meet PPE (face masks, gloves, etc.) and cleaning requirements
- ❑ Communicate safety protocols to all employees and passengers, including available contact to report violations of protocols
- ❑ Consider using no-touch trash receptacles if possible

## Passenger expectations

- ❑ Implement signs on board for employees and passengers on shared responsibilities (including proper hygiene and sanitization, physical distancing, face coverings and information for reporting concerns)
- ❑ Make passenger safety guidelines publicly available and post signs to strongly encourage passengers to wear face coverings
- ❑ Consider using social media or website to educate passengers on safety protocols and what to expect when on board
- ❑ Place signs at the entrance stating how passengers and employees can prepare to be on board

## Employee support

- ❑ Adhere to state and federal law for health and safety during COVID-19 including WA State's "Safe Start" guidelines and [WA Labor & Industries guidelines](#)
- ❑ Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying employees regularly
- ❑ Provide early reopening communication by keeping workforce informed as soon as appropriate
- ❑ Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes
- ❑ If employees have children, provide support in navigating childcare options when returning to work
- ❑ Ensure any employees can follow on-campus student specific health guidelines before returning to work and while working
- ❑ If employees refuse to work due to COVID-19 related safety concerns, provide high risk individuals with benefits per WA Proclamation 20-46

# Recommended protocols for campus residences to resume operations (1/2)

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provides adaptations for  
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## Cleaning and sanitizing

- Complete thorough and detailed cleaning of entire facilities, with focus on high-contact areas
- Make hand sanitizer readily available to residents/personnel throughout property; consider touchless hand sanitizing solutions
- Complete routine sanitization of high-touch surfaces (e.g., door handles, elevators, counters, etc.)
- Provide residents with their own sanitation solutions or wipes to instill confidence
- Disinfect all hard surfaces with an EPA registered chemical disinfectant
- If a student or residential staff member tests positive, close off areas used by sick person and wait 24 hours before cleaning and disinfecting; remove staff members who test positive and quarantine
- Conduct frequent cleaning of shared facilities (e.g., lounges)
- For shared bathrooms, create a cleaning schedule to clean facilities regularly; provide and maintain adequate handwashing supplies and hand sanitizer
- For shared showers, encourage sanitizing between users and/or increasing frequency of cleaning



## Physical distancing

- Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas
- Note: Follow [WA Labor and Industries guidelines for masks](#)
- Roommates and suitemates treated as a family unit; assign students with pre-existing health conditions to singles
- Consider installing plexiglass partitions in areas where residential staff and residents come into close contact (e.g., mail desks)
- Implement floor markings to promote physical distancing (e.g., where to stand in line, where to walk)
- Manage staff schedules to allow for physical distancing whenever possible in staff spaces
- For shared bathrooms, create a staggered bathroom schedule to reduce the amount of people using the facilities at the same time
- For shared showers, consider assigning residents to specific showers or limiting use of showers to every other stall
- Designate specific residence halls or buildings to isolate students/staff for quarantine or isolation periods as needed



## Staff health and personal hygiene

- Require staff with COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- Ask staff to self-quarantine for 14-days from symptom onset or test positivity of the case per Washington public health guidelines if confirmed to have COVID-19 or exposed
- Provide employees with face coverings and keep face coverings clean - follow WA reopening guidelines and [WA Labor and Industries guidelines for masks](#)
- Train all staff on the importance of frequent handwashing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face
- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the institution's COVID-19 policies.

# Recommended protocols for campus residences to resume operations (2/2)

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provides adaptations for  
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## Facility safety

- All staff and residents must wear face masks throughout the building (exception for residents within their own rooms)
- When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning
- Have the ability to log all staff and residents that come on-premise for purposes of supporting public health contact tracing
- Ask workers resuming on-premise work to confirm they have not experienced symptoms for 14 days from symptom onset or test positivity of the case prior to return
- Communication of Safe Back-to-School Plan to all staff and residents, including available contact to report violations
- Use no-touch trash cans where possible on the property
- Check appropriate functioning of HVAC
- Symptomatic residents should avoid contact with other - follow DOH guidelines for individuals with symptoms
- Develop plan for how suspected COVID-19 cases will be isolated, evaluated, tested, and provided necessary wraparound services (e.g., medical care, food)
- Ensure that physical locations have been identified to isolate confirmed COVID-19 cases, and consider designating one staff member to attend to sick residents
- Create and test communications plans to disseminate critical information to residents/staff



## Resident expectations

- Visible entry point signage for all staff and residents on shared responsibilities (including proper hygiene & sanitization, physical distancing, PPE guidance and information for reporting concerns)
- Make safety guidelines publicly available
- Consider using social media and website to educate residents on protocols and what to expect when entering on-campus housing facilities (e.g., digital check-in requirements)
- Remind residents of any quarantine requirements as defined by the local health jurisdiction and instruct them that compliance will be monitored



## Employee support

- Adhere to state and federal law for health and safety during COVID-19 including WA State's "Safe Start" guidelines and [WA Labor & Industries guidelines](#)
- Mitigate anxiety by recognizing fear in returning, communicating transparently, listening and surveying staff regularly
- Provide early reopening communication by keeping workforce informed as soon as appropriate
- Reinforce training after Day One by providing ongoing methods of additional training to reinforce messaging and changes
- Ensure staff that live in residence halls can follow all resident health/safety protocols (e.g. quarantining upon arrival)