CENTRAL OREGON COMMUNITY COLLEGE

REOPENING PLAN

Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities
KEY PRINCIPLES

1. Reducing Potential Exposures
   A. The mainstays of reducing exposures to the coronavirus and other respiratory pathogens are:
      1. Physical distancing—minimizing close contact (<6 feet) with other people;
      2. Hand hygiene—frequent washing with soap and water, or using hand sanitizer;
      3. Cohorts—conducting all activities in groups of 25 or less in the Summer 2020 term, and 50 or less in the Fall 2020 term, with minimal mixing of groups;
      4. Protective equipment—use of face coverings, barriers, etc.;
      5. Environmental cleaning and disinfection—especially of high-touch surfaces;
      6. Isolation of those who are sick and quarantine of those who have been exposed;
      7. With the above considerations foremost, outdoor activities are safer than indoor activities.
   B. COCC will have the flexibility to determine how and when students return, but will meet, at a minimum, the public health requirements contained in this document.
   C. COCC’s determinations about the resumption of on-site operations will be informed by local circumstances and regional readiness, in consultation with the Deschutes, Jefferson, and Crook County public health authorities.
   D. COCC will provide the greatest level of choice and flexibility feasible to equitably support student access and educational success while minimizing risks to students, staff and faculty.

STANDARDS

1. General Requirements
   COCC will:
   A. Follow Oregon Health Authority’s (OHA) General Guidance for Employers on COVID-19.
   B. Encourage students, staff, faculty, and other community members to follow OHA’s Public Guidance and Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.
   C. Remain educated of the disproportionate effect of COVID-19 on communities of color, and thus alert to and considerate of the impact our reopening plans may have on our students and employees of color.
D. Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as: appropriate cleaning and disinfecting procedures; monitoring for illness among symptomatic students, staff, and faculty; providing local testing location information; and use of face coverings, as more fully described in this document.

E. For employees who are at higher risk for severe illness from COVID-19—as identified by OHA, CDC, or a licensed health care provider—make reasonable accommodations or permit remote telework.

F. Require the use of face coverings across all campuses when in an indoor setting, or in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met. Face coverings should be worn over the nose and mouth in accordance with OHA and CDC guidelines, and in combination with other measures, such as strict physical distancing, proper hand washing, and daily self-checks.
   1. A “face covering” is defined as cloth, paper, or disposable, and must fully cover both the nose and the mouth.

G. For COCC’s bookstore, food services, camps, events, or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.

H. Work with the Deschutes, Jefferson, and Crook County public health authorities to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

2. Entry and Self-Screening
   COCC will:
   A. Allow campus spaces and buildings to be open only for official college business. Campus spaces and buildings should not be open to the general public. COCC may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.

   B. Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day, as more fully defined in this document.

   C. Require students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to campus. Instruct students, faculty, and staff to stay at their residence if they have COVID-19 symptoms.
      1. Primary COVID-19 symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
      2. Muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific. More information about COVID-19 symptoms is available from CDC [here](#).
      3. 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, any other severe symptoms.
      4. Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline should not be restricted.
3. Isolation Measures
COC will take steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:
A. The person should immediately return to their place of residence—or isolate in a designated isolation area—until they can safely return to their residence or be transported to a health care facility. Students whose place of residence is within a campus residence hall shall be isolated in a designated isolation area, with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).
1. The COCC Bend campus designated isolation area is Wickiup Hall Suite 5210 for non-residents, and the designated quarantine area is Wickiup Hall Suite 3111 for resident students. Additional areas will be identified as needed.
2. The COCC Madras campus designated isolation area is Room 119.
3. The COCC Crook County Open Campus in Prineville designated isolation area is Room 104.
4. The COCC Redmond campus designated isolation area is Redmond Building 3, Room 332.
B. The person should seek medical care and COVID-19 testing from their regular health care provider or through the appropriate local public health authority. They should follow instructions from their appropriate local public health authority regarding isolation.
1. If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving.
2. If the person has a negative viral test (and if they have multiple tests, 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.
3. If the person does not undergo COVID-19 testing, the person 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.
C. 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 their appropriate local public health authority.

4. Health-Related Communication
COC will:
A. Advise faculty and staff that working while ill is not permitted.

B. Ensure that faculty and staff remain current on health trainings. They should anticipate need for additional faculty and staff training related to increased precautions and updated protocols. Administrators may collaborate with health professionals to provide evidence-based education.

C. Advise students, faculty, and staff not residing on campus to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. See “Entry and Self-Screening,” above.

D. Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.

E. Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements.
F. Develop a letter or communication to faculty and staff to be shared at the start of on-campus education and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. Alternatively, share protocols themselves.

G. In partnership with the Deschutes, Jefferson and Crook County public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with COVID-19.

H. In partnership with the Deschutes, Jefferson and Crook County public health authorities, develop protocols for communicating immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.

I. Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to their campus community.

5. Hand Hygiene and Respiratory Etiquette
COCC will:
A. Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.
   1. Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
   2. Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately following a cough or a sneeze.

B. Provide hand hygiene stations with alcohol-based hand sanitizer in high-use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students to use hand sanitizer on entry and exit to each room.

6. Faculty and Staff
COCC will:
A. Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill.

7. General Facilities
COCC will:
A. Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces. CDC provides guidance on disinfecting public spaces. See CDC’s “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes”: https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html


C. Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.
8. Instructional Activities

For all general instruction offered for courses that lead to a certificate or degree, COCC will:

A. Establish a minimum of 35 square feet per person when determining room capacity, calculated based only on usable classroom space.
   1. In-person classroom instruction shall not exceed 25 persons in the Summer 2020 term.
   2. In-person classroom instruction shall not exceed 50 persons in the Fall 2020 term if Deschutes, Jefferson or Crook counties are in Phase 2 of reopening.

B. Modify the physical layout of classrooms to permit students to maintain at least 35 square feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk, or chair arrangements, or maximum capacity.

C. Utilize markings and/or signage to indicate physical distancing requirements within instructional settings.

D. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced measures such as greater physical distancing, physical barriers (e.g. clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures as feasible.

E. Physical barriers are acceptable instead of, or in addition to, 35 square feet or more of spacing between people. Please see OHA General Guidance for Employers on COVID-19.

F. Develop a plan for maintaining instructional continuity should an instructor become ill, or if exposure to the virus occurs in an in-person classroom.

For all career and technical education instruction offered for credit, in addition to the requirements above, COCC will:

G. Where instruction requires instructors and students to work fewer than six feet from each other, require physical barriers and follow any additional applicable CDC/OHA guidelines and industry safety standards.

For all instruction and assessment in fields leading to certificates and degrees in the health professions, in addition to the requirements above, COCC will:

H. For laboratory instruction or demonstration of clinical skills without physical contact:
   1. Modify the physical layout of classrooms to permit students to maintain required physical distancing;
   2. Ensure monitoring and enforcement of physical distancing requirements at all times;
   3. Perform enhanced cleaning before and after each session.

I. For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact:
   1. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
   2. Require use of appropriate PPE for all personnel that come within six feet of each other;
   3. Perform enhanced cleaning before and after each session.
J. For preceptorships, observerships, and direct patient care:
   1. Provide mandatory instruction on infection control practices and the appropriate use of personal
      protective equipment (PPE);
   2. Strictly adhere to the clinical facility’s infection control protocols;
   3. 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;
   4. Conduct regular symptom monitoring of students;
   5. 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 to COCC;
   6. Perform cleaning and disinfecting per the facility’s protocols.

9. Research Activities
   COCC will ensure the following:
   A. 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.
   B. Human subjects research shall be permitted only if acceptable 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.

10. Residential Activities
    In the Fall 2020 term, COCC will provide residential services which:
    A. Take into consideration [CDC guidance for shared or congregate housing];
    B. Not allow more than two students to share a residential dorm room unless alternative housing
       arrangements are impossible; and ensure at least 64 square feet of room space per resident;
    C. Reduce overall residential density to 50% occupancy to ensure that COCC maintains sufficient space for
       the isolation of sick or potentially infected individuals, as necessary;
    D. Treat roommates/suitemates as family units for cohort isolation and quarantine protocols;
    E. Configure common spaces to maximize physical distancing;
    F. Provide enhanced cleaning; and
    G. Establish plans for the containment and isolation of on-campus cases, including consideration of PPE,
       food delivery, and bathroom needs.

11. Communicable Disease Management Plan
    COCC will:
    A. COCC will develop a written communicable disease management plan. The plan will include protocols
       to notify the Deschutes, Jefferson, and Crook County public health authorities of any confirmed
       COVID-19 cases among students, faculty, or staff; process and record-keeping to assist the Deschutes,
       Jefferson and Crook County public health authorities as needed with contact tracing; a protocol to
       isolate or quarantine any ill or exposed persons; plans for systematic disinfection of classrooms, offices,
bathrooms and activity areas; coordinating with the Deschutes, Jefferson, and Crook County public health authorities on contingency planning for response to a person diagnosed with COVID-19 who has been in a campus facility. The plan will adhere to OHA and CDC guidance for controlling spread of COVID-19.

B. Report to the Deschutes, Jefferson, and Crook County public health authorities any cluster of illness (two or more people with similar illness) among staff or students.

C. If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the Deschutes, Jefferson, and Crook County public health authorities regarding cleaning and possible classroom or campus closure.

**COCC COVID-19 HEALTH AND SAFETY OPERATIONAL PLAN**

1. **Plan Development**
   
   COCC will:
   
   A. Develop a written operational plan that addresses how the institution is meeting the requirements of this Reopening Plan guidance.
   
   B. Prior to September 1, 2020, in-person activities at COCC may resume prior to the submission and approval of its institutional operational plans, as long as the College meets the requirements of this guidance.
   
   C. Designate an employee or officer to implement and enforce, or supervise the implementation or enforcement, of the standards and requirements provided in this guidance and established in the institution’s operational plan.
   
   D. Assemble a planning team to develop an institutional operational plan.
   
   E. Consult the Deschutes, Jefferson, and Crook County public health authorities and familiarize itself with the disease management metrics within the health region(s) in which their institution and its campuses reside.
   
   F. Consult with students, faculty, staff, and others in the community in developing an institutional operational plan.

2. **Public Health Review**
   
   A. COCC will submit its operational plan to the Deschutes, Jefferson, and Crook County public health authorities. The Deschutes, Jefferson, and Crook County public health authorities will review the plan and support their efforts toward ongoing COVID-19 mitigation efforts.

3. **Final Plan Submission**
   
   COCC will:
   
   A. Not later than September 1, 2020, will develop and submit to its governing board the reopening plan and the operational plan, and the governing board must approve both plans.
   
   B. Ensure that its governing board, at each regular board meeting, reviews the operational plan and any amendments thereto.
C. Following the approval of its governing board, submit its operational plan to the Higher Education Coordinating Commission. The operational plan shall be resubmitted to the Higher Education Coordinating Commission upon any significant amendments.

D. Post the operational plan on the College’s website.

RESOURCES


# COCC REOPENING OPERATIONAL PLAN

**July 1, 2020**

<table>
<thead>
<tr>
<th>Function/Area</th>
<th>OREGON EO 20-09 &amp; 20-17</th>
<th>2020 Summer Term</th>
<th>2020 Fall Term</th>
<th>Future Operations</th>
<th>Implementation Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC HEALTH</strong></td>
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</tr>
<tr>
<td>Students / Staff-General</td>
<td>Closed to the Public</td>
<td>Physical distancing; appropriate face coverings in all indoor settings, and in outdoor areas where physical distancing measures are difficult to maintain; contact tracing</td>
<td>Physical distancing; appropriate face coverings in all indoor settings, and in outdoor areas where physical distancing measures are difficult to maintain; contact tracing</td>
<td>Limit time spent in crowds; face coverings aligned with local health orders</td>
<td>Campus Public Safety</td>
</tr>
<tr>
<td>Vulnerable Populations*</td>
<td>Stay at Home Orders</td>
<td>Consider continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option</td>
<td>Consider continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option</td>
<td>Limit time spent in crowds; face coverings aligned with local health orders and personal mitigation strategies</td>
<td>Human Resources - Employees; Disability Services - Students</td>
</tr>
<tr>
<td>Face Covering - These guidelines are subject to change and are provided with the knowledge that the most common form of transmission of COVID-19 is when one person breathes the respiratory particles of another.</td>
<td>Stay at Home Orders</td>
<td>Require the use of face coverings across all campuses when in an indoor setting, and in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met.</td>
<td>Require the use of face coverings across all campuses when in an indoor setting, and in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met.</td>
<td>Recommend wearing appropriate face coverings in public settings where physical distancing measures are difficult to maintain. Face coverings may be required of all students and the instructor: lab or studio spaces where students must move around to perform class activities in order to meet course outcomes; courses that require students work in close proximity with each other (e.g. working under the hood of a vehicle, 2-person CPR) in order to meet course outcomes; courses where the instructor must be in close proximity to a student while providing the appropriate instruction (e.g. welding, flight lab, culinary labs) in order to meet course outcomes.</td>
<td>Campus Public Safety; Human Resources; Student Services</td>
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<tr>
<td><strong>CLEANING</strong></td>
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</tr>
<tr>
<td>Cleaning</td>
<td>Following OSHA/State guidelines for enhanced cleaning and disinfecting in occupied buildings on all campuses; hand sanitizing dispensers installed in all buildings; focused deep cleaning in high use areas; sanitizing wipes provided for use by occupants of high use areas.</td>
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<td>Campus Services</td>
</tr>
<tr>
<td>Community</td>
<td>Prohibited on campus</td>
<td>Allowed on campus if conducting official college business</td>
<td>Allowed on campus if conducting official college business</td>
<td>Limit time spent in crowds; face coverings per state and local health orders</td>
<td>Campus Public Safety</td>
</tr>
<tr>
<td>Signage and Plexiglass</td>
<td>Closed</td>
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<td>Campus Public Safety</td>
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</tbody>
</table>

Through the use of consistent signage, COCC will reinforce the face coverings requirements, encourage preventative health protocols, designate closed or restricted spaces, and may designate specific entrances and exits to campus buildings to constrain pedestrian traffic flow and encourage physical distancing between campus community members, contractors, vendors and visitors. For building entrances with a single door or single pair of doors, solutions may include designating entrance as "Entrance Only" or "Exit Only" if another entrance/exit exists and one-way flow through the area is feasible. This will not block egress for fire exits. In addition, in the interior of campus buildings, consistent signage may be deployed to remind persons to practice safe distancing and hand washing, and to walk on the right side of hall ways and passageways.

The college will also install plexiglass at customer service counters across campuses as necessary.
<p>| Contact Tracing | Made available in spaces that include but are not limited to the college bookstore, library, Mazama, computer labs, student services, campus tours, etc. | Made available in spaces that include but are not limited to the college bookstore, library, Mazama, computer labs, student services, campus tours, etc. | Follow all OHA and local public health authority guidance and recommendations. |
| INSTRUCTION | | | |
| Lecture | Closed | Remote Instruction | Limit in-person to 50 with physical distancing; enhanced cleaning; for courses with more than 50, use remote instruction or divide into smaller groups | Limit in-person to 250 per CDC guidelines; routine cleaning |
| Instruction - Lab (Science, HHP, etc) | Closed - Remote Learning | Remote instruction or groups limited to 10 with physical distancing; enhanced cleaning | Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; monitored physical distancing; enhanced cleaning before and after each session. | Open but limit in-person to 250 per CDC guidelines if applicable; routine cleaning |
| On-Campus CTE Labs | On-campus limited to critical functions; all other functions remote if at all | Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: open with physical distancing; capacity dependent on space configuration; industry safety standards; enhanced cleaning; instructor/student pairs allowed | Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: open with physical distancing; capacity dependent on space configuration; industry safety standards; enhanced cleaning before and after each session. | Fully operational, with modifications consistent with local public health guidelines and industry standards |
| Field/On-Location/Clinicals | Essential only | Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: resume with physical distancing; with public health modifications and according to industry standards; instructor/student pairs allowed | Follow approved formal protocol/procedure in place. In the absence of a formal protocol/procedure, the following applies: resume with physical distancing; with public health modifications and according to industry standards; instructor/student pairs allowed | Fully operational, with modifications consistent with local public health guidelines and industry standards |
| For preceptorships, observerships, and direct patient care | | | | |
| Computer Labs | Limited to 10 with monitored physical distancing; enhanced cleaning | Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; enhanced cleaning; contact tracing | Open; routine cleaning |
| Library | Limited only to on-campus critical functions; all other functions remote | Building remains closed. Limited to curbside pick-up and resources delivered remotely | Open with physical distancing; 50% capacity, 2nd floor closed, limited hours; enhanced cleaning | Limit in-person to 250 per CDC guidelines; routine cleaning |
| Tutoring | Remote Instruction | Remote Instruction | Remote Instruction | Open at 50% capacity/physical distancing |</p>
<table>
<thead>
<tr>
<th><strong>Testing (GED, instructors)</strong></th>
<th>Closed/some online testing</th>
<th>Pending implementation of safety protocols, open PearsonVue Testing, including GED. Redmond Testing only. No COCC class testing available. Test days/hours based on staff availability.</th>
<th>Pending implementation of safety protocols, open PearsonVue Testing, including GED, in Bend. Continue with Redmond Testing. No COCC class testing available. Test days/hours based on staff availability.</th>
<th>Pending safety protocols, open PearsonVue Testing, including GED, on all 4 campuses. COCC class testing available. Testing fully staffed.</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disability Services</strong></td>
<td>Work remotely with students</td>
<td>Work remotely with students</td>
<td>Limited in-person work with students with distancing, much still remote</td>
<td>In-person work with students</td>
<td>Disability Services</td>
</tr>
<tr>
<td><strong>Culinary Elevation Restaurant</strong></td>
<td>Closed to the public</td>
<td>Closed to the public</td>
<td>Elevation restaurant will be closed to dine-in and take-out operations.</td>
<td></td>
<td>Cascades Culinary Institute</td>
</tr>
<tr>
<td><strong>In-Person Class Exposure Guidelines</strong></td>
<td>Closed to the public</td>
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<td></td>
<td></td>
<td>Instructional Administration</td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong></td>
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<tr>
<td><strong>Bookstores/Other Retail Outlets</strong></td>
<td>Closed to the public; online ordering only</td>
<td>Closed to the public; online ordering only <em>with curbside pickup available, following OHA guidance.</em></td>
<td>Follow OHA guidance, use of appropriate signage, monitored physical distancing, and provide hand hygiene station.</td>
<td>Follow OHA guidance, use of appropriate signage, monitored physical distancing, and provide hand hygiene station.</td>
<td>Bookstore</td>
</tr>
<tr>
<td><strong>Housing - Fall</strong></td>
<td>On-campus limited to critical functions; all other functions remote</td>
<td>50% occupancy</td>
<td>50% occupancy with monitored physical distancing, appropriate signage, enhanced cleaning, and containment plan.</td>
<td>50% occupancy with monitored physical distancing, appropriate signage, enhanced cleaning, and containment plan.</td>
<td>Housing Admin</td>
</tr>
<tr>
<td><strong>Housing - Summer</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Housing Admin</td>
</tr>
<tr>
<td><strong>Housing Summer Conferences</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Housing Admin</td>
</tr>
<tr>
<td><strong>Dining/Coffee Shops/Food Pantries</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>Open in conjunction with Housing, with 50% reduction in tables and chairs with physical distancing and enhanced cleaning. To Go option. Follow OHA guidance, use of appropriate signage, monitored physical distancing, and provide hand hygiene station</td>
<td>Open consistent with local and state public health guidelines. Follow OHA guidance, use of appropriate signage, monitored physical distancing, and provide hand hygiene station</td>
<td>Food Services</td>
</tr>
<tr>
<td><strong>Admissions/Financial Aid</strong></td>
<td>Canceled</td>
<td>Remote services</td>
<td>Open with monitored physical distancing, appropriate signage, and enhanced cleaning</td>
<td>Open with monitored physical distancing, appropriate signage, and enhanced cleaning</td>
<td>Admissions and Records</td>
</tr>
<tr>
<td><strong>Information Booth</strong></td>
<td>Canceled</td>
<td>Remote services</td>
<td>Open with monitored physical distancing, appropriate signage, and enhanced cleaning</td>
<td>Open consistent with local and state public health guidelines</td>
<td>Admissions and Records</td>
</tr>
<tr>
<td><strong>Careers, Advising, Personal Counseling Services</strong></td>
<td>Canceled</td>
<td>Remote services</td>
<td>Open with monitored physical distancing, appropriate signage, and enhanced cleaning</td>
<td>Open consistent with local and state public health guidelines</td>
<td>Careers, Advising, Personal Counseling Services</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td>Canceled</td>
<td>Remote services</td>
<td>Open with monitored physical distancing, appropriate signage, and enhanced cleaning</td>
<td>Open consistent with local and state public health guidelines</td>
<td>Student Life</td>
</tr>
</tbody>
</table>

1. If a student or instructor is diagnosed with COVID-19:
   a) Instruction for all students will be moved to a remote or online environment for 14 calendar days unless the skills-based requirements of the course cannot be taught remotely or online (see #2 below).
   b) When hands-on, skill-based activities cannot be moved online, in-person sessions and skills-based testing for all students will be rescheduled after a 14-day break.
   c) Students should consult with their faculty members and Blackboard for further instructions.

2. If a student has been exposed and is now quarantined, the instructor will provide the content in an alternative format for 14 days, including the option to watch the class remotely or be recorded when possible.
<table>
<thead>
<tr>
<th>Service Area</th>
<th>Status</th>
<th>Remote Services</th>
<th>Modifications</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobcat Advising and Registration</td>
<td>Canceled</td>
<td>Remote Services</td>
<td>Limited to 250 people per CDC guidelines; routine cleaning</td>
<td>Careers, Advising, Personal Counseling Services/Admissions and Records/First Year Experience</td>
</tr>
<tr>
<td>Bobcat Orientation</td>
<td>Canceled</td>
<td>Remote Services</td>
<td>Limited to 250 people per CDC guidelines; routine cleaning</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>Recruitment and Outreach - Tours</td>
<td>Canceled</td>
<td>Remote Services</td>
<td>Limited to 10 people; physical distancing; enhanced cleaning</td>
<td>Admissions and Records</td>
</tr>
<tr>
<td>Mazama - Recreation Areas</td>
<td>Closed</td>
<td>Closed</td>
<td>Open with monitored physical distancing, enhanced cleaning, and contact tracing</td>
<td>Mazama Staff</td>
</tr>
<tr>
<td>Physiology Lab</td>
<td>Closed</td>
<td>Remote Instruction/Services</td>
<td>Open, distancing, max of 6 students, enhanced cleaning, PPE</td>
<td>Physiology Lab Staff</td>
</tr>
<tr>
<td>Club and Intramural Sports (fall term)</td>
<td>Closed to the public</td>
<td>Canceled</td>
<td>Align with affiliated leagues</td>
<td>Mazama Staff</td>
</tr>
<tr>
<td>Directed Self Placement</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>Skilled Based Placement</td>
<td>Currently Remote</td>
<td>Remote until fail</td>
<td>Limit in-person to 50 or not to exceed 50% capacity, dependent on space configuration; monitored physical distancing, appropriate signage, enhanced cleaning</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>Indoor and Outdoor Common Areas</td>
<td>On-campus limited to critical functions; all other functions remote</td>
<td>Physical distancing; removal or movement of furniture to promote distancing; appropriate face coverings in public settings where physical distancing measures are difficult to maintain and enhanced cleaning</td>
<td>Physical distancing; removal or movement of furniture to promote distancing</td>
<td>Campus Public Safety</td>
</tr>
</tbody>
</table>

**WORKFORCE**

<p>| Return to Work                                   | On-campus limited to critical functions; all other functions remote | Continue telework or phased return to work. Consider offering a standardized COVID-19 workplace safety briefing to supervisors/deans/dept chairs/directors who would then provide information to their direct reports. | Continue telework or phased return to work. Consider offering a standardized COVID-19 workplace safety briefing to supervisors/deans/dept chairs/directors who would then provide information to their direct reports. | Fully operational, with modifications consistent with public health guidelines. |
| Special Accommodation                            | On-campus limited to critical functions; all other functions remote | Consider continuing telework for vulnerable individuals or other mitigation accommodations if telework is not an option | Consider continuing telework for vulnerable individuals or other mitigation accommodations if telework is not an option | Senior Leadership Team/ Human Resources/Campus Public Safety |
| Single Occupancy Office Space                    | On-campus limited to critical functions; all other functions remote | Continue telework or phased return to work | Continue telework or phased return to work | Senior Leadership Team/ Human Resources/Campus Public Safety |</p>
<table>
<thead>
<tr>
<th>Campus Services</th>
<th>On-campus limited to critical functions; all other functions remote</th>
<th>Open with monitored physical distancing; 50% occupancy or cohort shifts; response contingency plans</th>
<th>Open with monitored physical distancing; 50-75% occupancy or cohort shifts; response contingency plans</th>
<th>Fully operational, with modifications consistent with local public health guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Active with physical distancing</td>
<td>Active with physical distancing; require the use of face coverings across all campuses when in an indoor setting, and in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met.</td>
<td>Active with physical distancing; require the use of face coverings across all campuses when in an indoor setting, and in outdoor areas where physical distancing is not easily maintained, unless an exception per OHA guidelines is met.</td>
<td>Fully operational, with modifications consistent with public health guidelines</td>
</tr>
<tr>
<td>College Travel</td>
<td>Essential Domestic: Limited by approval only; car based travel</td>
<td>Limited by approval only; consistent with CDC travel guidelines</td>
<td>Resume consistent with CDC travel guidelines</td>
<td>Resume consistent with CDC travel guidelines</td>
</tr>
<tr>
<td></td>
<td>College Vehicle Usage: Limited by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation</td>
<td>Limited by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation</td>
<td>Limited by approval only; following established guidelines for vehicle capacity, distancing, PPE usage and operation</td>
<td>Resume consistent with OHA guidelines</td>
</tr>
<tr>
<td></td>
<td>Non-Essential Travel: Canceled</td>
<td>Canceled</td>
<td>Limited by approval only; consistent with CDC travel guidelines</td>
<td>Resume consistent with CDC travel guidelines</td>
</tr>
<tr>
<td></td>
<td>Events</td>
<td>Large Events: Canceled: Limited to 10 people with physical distancing; enhanced cleaning</td>
<td>Limited to 50 people with physical distancing; enhanced cleaning</td>
<td>Limited to 250 people per CDC guidelines; routine cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Catering &amp; Summer Events: Canceled</td>
<td>Open consistent with local and state public health guidelines</td>
<td>Open consistent with local and state public health guidelines</td>
</tr>
<tr>
<td></td>
<td>YOUTH CAMPS AND YOUTH PROGRAMS</td>
<td>Camps: Canceled</td>
<td>Remote Instruction</td>
<td>Operational; groups limited to 250 monitored physical distancing; routine cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programs: Canceled</td>
<td>Remote Instruction</td>
<td>Operational; groups limited to 250 monitored physical distancing; routine cleaning</td>
</tr>
<tr>
<td></td>
<td>COLLEGE VENUES</td>
<td>Wille Hall: Closed</td>
<td>Per typical approval process; limited to 10 people; physical distancing; enhanced cleaning</td>
<td>Limit in-person to 250 people per CDC guidance; routine cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pinckney Gallery: Closed</td>
<td>Per typical approval process; limited to 10 people; physical distancing; enhanced cleaning</td>
<td>Limit in-person to space capacity; routine cleaning</td>
</tr>
</tbody>
</table>

**SLT/HR/CPS**

**Campus Services**
<table>
<thead>
<tr>
<th>COCC Crook County Open Campus (this includes County use as building owners)</th>
<th>Closed</th>
<th>Per typical approval process: limit in-person to space capacity with physical distancing; enhanced cleaning</th>
<th>Per typical approval process: limit in-person to space capacity with physical distancing; enhanced cleaning</th>
<th>Limit in-person to space capacity; routine cleaning</th>
<th>Prineville Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Trails, Tennis Courts, Track</td>
<td>Closed</td>
<td>Closed to the community; Open for official college use, with physical distancing, consistent with state outdoor rec guidance</td>
<td>Closed to the community; Open for official college use, with physical distancing, consistent with state outdoor rec guidance</td>
<td>Open consistent with state outdoor rec guidance</td>
<td>Mazama Staff</td>
</tr>
</tbody>
</table>
I. Purpose:
The purpose of this Communicable Disease Management Plan (CDMP) is to provide a coordinated response to safeguard the welfare of Central Oregon Community College (COCC) students, faculty, staff, and our community from communicable diseases. It pertains to in-person instruction, research, and residential activities conducted across COCC’s four campuses.

This CDMP will also serve as a guide, during outbreaks and pandemics, to manage the operations of the college in an effective and efficient manner, inform and advise the college community, and establish operating procedures appropriate to all constituents of the college community. This plan has been modeled after the recommendations by the Oregon Health Authority and the Higher Education Coordinating Commission.

II. Scope:
The Central Oregon Community College CDMP shall be implemented for communicable diseases commonly found in the college population and which can be transmitted by air, object, or through casual contact.

Examples of these communicable diseases are:
1. COVID-19 (SARS-CoV-2 disease)
2. Chicken pox (Varicella virus disease)
3. Measles (Rubeola virus disease)
4. Meningococcal meningitis
5. Influenza (novel strains)
6. Norovirus
7. Mumps

The scope of this policy shall also include other communicable diseases that pose risks similar to the diseases listed above, and which would put the college community at risk.

Excluded from this policy are communicable diseases transmitted through blood-borne pathogens. COCC maintains a separate Blood Borne Pathogen training through its Allied Health Department, as well as a separate Chemical Hygiene plan as part of its Risk Management resources.
III. Requirements:
In the event of a localized or wider outbreak of a specific communicable disease, COCC will undertake requirements which may include:

1. Follow Oregon Health Authority's (OHA) General Guidance for Employers on pandemics.

2. Encourage students, staff, faculty, and other community members to follow OHA's latest public guidance and Centers for Disease Control and Prevention (CDC) latest public guidance on all communicable diseases.

3. Compel the president to form a work group to specifically operationalize this communicable disease management plan according to the particular outbreak at hand.

4. Implement measures to limit the spread of communicable diseases within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; monitoring for illness among symptomatic students, staff, and faculty and offer testing location information if warranted; and distribution and use of Personal Protective Equipment (PPE), as more fully described in this document.

5. For employees who are higher risk for severe illness from communicable disease(s), make reasonable accommodations or permit remote telework.

6. Adhere to all CDC and OHA guidelines on Personal Protective Equipment (PPE) specific to each communicable disease, and make available PPE to students, faculty, and staff within the specific disease guidance.

7. For COCC’s bookstore, food services, camps, events or other functions that are not addressed in this standards document, follow the relevant OHA guidance for the respective sector.

8. Work with the Deschutes, Jefferson and Crook County public health authorities to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

Public Health Principles for Reducing Potential Exposure:
The mainstays of reducing exposures to communicable disease pathogens transmitted by air, object or through casual contact are:

1. Physical distancing—minimizing close contact with other people by maintaining greater than 6ft. of distance between individuals

2. Hand hygiene—frequent handwashing with soap and water or using hand-sanitizer

3. Cohorts—conducting all activities in groups of 50 people or less, with minimal mixing of groups

4. Personal protective equipment (PPE)—adhere to all CDC and OHA guidelines specific to each communicable disease, and make available PPE to students, faculty, and staff within the specific disease guidance

5. Environmental cleaning and disinfection—especially of high-touch surfaces
6. **Isolation** of those who are sick and **quarantine** of those who have been exposed

7. With the above considerations foremost, outdoor activities are safer than indoor activities

### IV. Policy & Procedures

FERPA allows community colleges to share personally identifiable information with local public health authorities without consent when needed to respond to a health emergency. COCC will work with Deschutes County Health Services (DCHS), Jefferson County Public Health (JCPH), and Crook County Health Department (CCHD), and the Oregon Health Authority (OHA) to ensure we are able to effectively respond to and control outbreaks through sharing of information—even without student, faculty, or staff consent—when appropriate. COCC will partner with DCHS, JCPH, CCHD, and OHA on an ongoing basis to review and update this Communicable Disease Management Plan to ensure proper mitigation and prevention protocols are in place to minimize the impact of communicable diseases on our campuses and community.

#### A. Designation of Employee to Supervise Implementation & Enforcement

In times of communicable disease outbreak or pandemic, COCC will designate an employee to be the main point of contact with local public health authorities, and to supervise the implementation and enforcement of the college’s CDMP.

As of the last update to this document, COCC VP for Administration, Matt McCoy, will serve as the college’s designated point of contact. (e): mmccoy@cocc.edu, (p): 541-383-7210.

In cases where Matt McCoy cannot be reached, the college’s backup point of contact as of the last update to this document is Sharla Andresen, Director of Contracts and Risk Management. (e): sandresen@cocc.edu, (p): 541-383-7208.

#### B. Protocols to Notify Local Public Health Authority (LPHA)

In the event of a localized or wider outbreak of a specific communicable disease, COCC’s Designated Employee (see above) will:

1. Notify the local public health authorities of any known confirmed cases of communicable disease among COCC students, faculty, or staff, so as to address contact tracing, community notification, cleaning, and possible classroom and/or campus-wide closure

2. Notify the local public health authorities of any known confirmed cases of communicable disease among any other individual who has been on a COCC campus, so as to address contact tracing, community notification, cleaning, and possible classroom and/or campus-wide closure

3. Report to the local public health authority any known cluster of illness (two or more people with similar illness) among faculty, staff or students

**Bend & Redmond Campuses**

Deschutes County Public Health Service
Heather Kaisner
Program Manager; Health Information Officer
541-617-4705; After-hours non-emergency line: 541-322-7500, extension 9
C. Processes and Record-Keeping to Assist the LPHA as Needed with Contact Tracing

COCC utilizes and maintains computerized, manual and systems of records that include but are not limited to human resources and staff records, student enrollment and class registration records, parking permit registration records, access control system records, campus directory information, sign-in sheets and other records that will be made available, as necessary, to assist LPHA with contact tracing requirements.

D. Entry and Self-Screening Protocols for Faculty, Staff, and Students

In the event of a localized or wider outbreak of a specific communicable disease, COCC will:

1. Allow campus spaces and buildings to be open only for official college business. Campus spaces and buildings will be closed to the general public. COCC may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.

2. Encourage students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.

3. Require students, staff, and faculty to conduct a self-check for pertinent symptoms before coming to a campus, and provide students, staff, and faculty with an updated list of said symptoms to check against.

4. Instruct students, faculty, and staff to stay at their residence if they have pertinent symptoms of communicable diseases.

5. Faculty, staff, or students who have a chronic or baseline symptom that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline should not be restricted.

6. Per OHA and CDC guidance, individuals may require testing (for screening purposes) and/or vaccinations prior to returning to campus.
E. Plans for Systematic Disinfection of Classrooms, Offices, Bathrooms, and Activity Areas

In the event of a localized or wider outbreak of a specific communicable disease, COCC will:

1. Clean and disinfect facilities frequently, generally at least daily when there is activity, to prevent transmission of the pathogen from surfaces.

2. Follow the latest CDC guidance on disinfecting public spaces specific to the communicable disease presented.

3. Provide regular and updated trainings to staff involved in the cleaning and maintenance of all facilities.

4. Consider modification or enhancement of building ventilation where feasible. Air circulation and filtration are important factors in reducing airborne viruses. Guidance on ventilation and filtration is provided by CDC and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).

5. Open windows where feasible to reduce recirculation of air and transmission of airborne pathogens.

F. Protocol to Isolate or Quarantine Any Ill or Exposed Persons

C OCC will take steps to ensure that if a student, staff, or faculty member develops or reports primary communicable disease symptoms while on campus:

1. The person will be directed by their supervisor or instructional staff to immediately return to their place of residence, or to isolate in the designated single-occupation isolation area until they can safely return to their residence or be transported to a health care facility.
   a. The COCC Bend campus designated isolation area is Wickiup Hall Suite 5210 for non-residents.
   b. The COCC Madras campus designated isolation area is Room 119.
   c. The COCC Crook County Open Campus in Prineville designated isolation area is Room 104.
   d. The COCC Redmond campus designated isolation area is Redmond Building 3, Room 332. Additional areas will be identified as needed.

2. Students whose place of residence is within a campus residence hall shall be isolated in a designated single-occupation isolation area (Wickiup Hall, suite 3111), with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).

3. The person will be directed to seek medical care and communicable disease testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation and the time required before leaving their place of residence.

4. COCC will regularly provide faculty, staff, and students with information on how and where to contact the local public health authorities in Deschutes, Jefferson, and Crook counties.

5. Any faculty, staff, or student known to have been exposed (e.g., by a household member) to a communicable disease within the preceding 14 days should stay in their place of residence and follow instructions from local public health authority.
G. Residential Activities
In the event of a localized or wider outbreak of a specific communicable disease, COCC will:
1. Follow communicable disease-specific CDC guidance for shared or congregate housing
2. 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
3. Reduce overall residential density to ensure that COCC maintains sufficient space for the isolation of sick or potentially infected individuals, as necessary
4. Treat roommates/suitemates as family units for cohort isolation and quarantine protocols
5. Configure common spaces to maximize physical distancing
6. Provide enhanced cleaning
7. In partnership with local public health authorities, establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.

H. Instructional Activities
1. For general education classrooms:
   a. Modify layouts of classrooms and related instructional spaces (hallways, waiting areas, etc.) to meet published expectations and guidelines for infection control from LPHAs, OHA, and CDC.
   b. Use markings and signage to indicate infection-control requirements as designated by LPHAs, OHA, and CDC.
2. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, implement enhanced infection-control measures as recommended by LPHAs, OHA, and CDC.
3. For standardized patient simulations or laboratory instruction in close quarters, or in practicing clinical skills with physical contact:
   a. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
   b. Require use of appropriate PPE for all personnel; and
   c. Perform enhanced cleaning before and after each session.
4. For preceptorships, observerships, and direct patient care:
   a. Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
   b. Strictly adhere to the clinical facility’s infection control protocols;
   c. 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;
   d. Conduct regular symptom monitoring of students;
   e. Follow the facility’s occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for the outbreak’s causative pathogen, and mandatory reporting to COCC;
   f. Perform cleaning and disinfecting per the facility’s protocols.
I. Faculty and Staff Training
In the event of a localized or wider outbreak of a specific communicable disease, COCC will ensure that faculty and staff are sufficiently trained in all pertinent, specific, and current CDC and OHA guidelines.

J. Public Health Communications
COCC will:
1. Ensure all letters and communication procedures will be provided in languages and formats that are accessible to the school community.

2. Develop communications to students, faculty and staff to be shared at the start of on-campus education and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.

3. In partnership with local public health authorities, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with a communicable disease.

4. In partnership with local public health authorities, develop protocols for communicating immediately with students, faculty, and staff when new case(s) of a communicable disease are diagnosed in a community member, including a description of how the institution is responding.

5. Use building signage and other communications to remind students, faculty, staff, and visitors about the utmost importance of hand hygiene and respiratory etiquette.
   a. Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
   b. Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.

6. Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students, faculty, staff, and visitors to use hand sanitizer on entry and exit to each room.