



Infectious Disease Facility Protocol

Infectious Disease Facility Protocol Policy

Approved by and date:

Board of Trustees

06/08/2020

Executive Leadership Team

05/22/2020

Policy:

Meticulous adherence to public health practices, including environmental measures such as enhanced cleaning and disinfection of common and high traffic areas, is critical in providing a working and learning environment that is safe and reassuring for the entire College community.

Procedures:

Approved by and date:

Executive Leadership Team

07/13/2020

In compliance with this policy, contractual housekeeping staff have received Personal Protective Equipment (PPE) and guidelines on appropriate techniques, as per Centers for Disease Control (CDC) guidelines, for cleaning and disinfecting common, non-clinical spaces.

The following facility protocols will be utilized to reopen closed buildings, return buildings to operations, and to return buildings to continuing operations after containment. These protocols may happen sequentially or concurrently as institutional need dictates.

Reopen Closed Buildings Protocol

Facility Readiness:

- a. Areas identified for reopening by the College president have been deep cleaned at least once since closure.
- b. Site disinfection (classrooms and common areas) is executed prior to employees returning to work per local disinfection procedure.
- c. Cleaning routines are established and processes have been developed for verifying appropriateness of routines.
- d. Break and lunchroom protocols – chairs have been removed and signage has been added to limit capacity.
- e. Work and lunchbreak protocols – seating has been limited to ensure social distancing and signage has been added to limit capacity in break areas.
- f. Physical distancing, isolation, and gathering/congregating rules and layouts have been deployed.
- g. Walkways have social/physical distancing markers in case of lines or congregating individuals.

- h. All rooms where employees will return have been labeled with signs, ground or wall tape, to denote physical distance, as needed.
- i. Water fountains have been disabled and signage added.
- j. Furniture has been rearranged to discourage proximity of closer than six feet.
- k. Health check stations (thermometers, gloves, hand sanitizers, and masks) have been setup before employees return, if deemed necessary.
- l. Separate waste disposal mechanisms for PPE have been set up and are treated as biohazard.
- m. HVAC is fully operational in all necessary areas.
- n. HVAC filters have been upgraded and changed per defined schedule.
- o. Entry and Exit points are controlled as appropriate, and have been designated and communicated via signs, emails, and other communications.
- p. Processes have been identified for maximizing physical distancing in staircases and elevators.
- q. Inactive spaces have been placed in lockdown or roped off to limit access.
- r. Strategies for the use of classrooms on lower floors, if possible, have been developed to minimize the use of elevators.
- s. The use of elevators is limited to people with disabilities.
- t. Lists have been developed to identify active space (building schedules).
- u. Where feasible, interior doors have been propped to the open position to minimize touchpoints.
- v. Determine if cafés and cafeterias will resume in full or limited offerings.
- w. Develop office, conference room, classroom, elevators, etc. capacity restrictions.

Classrooms, laboratories, and other instructional facilities:

- a. Equipment deep cleaning activities have been completed (in particular those parts an employee/student is likely to touch).
- b. Equipment readiness activities/checks have been completed.
- c. Furniture has been rearranged (or removed as necessary) to ensure six-foot physical distancing.

Return Buildings to Operations Protocol

Facility Readiness:

- a. Disinfecting stations are periodically checked for supplies and replenished as necessary (at least daily) and records are kept.
- b. Wayfinding signs, cautionary signs, and all other type of infectious disease-related signs, tapes, and markings are checked daily.
- c. Used PPE are discarded daily and will be removed from the buildings so as to have only one day's worth of PPE trash in the buildings.

Classrooms, laboratories, and other instructional facilities:

- a. Classroom and laboratory cleaning schedules are maintained and kept at the local level (daily to begin).
- b. Classrooms and laboratory furniture are checked daily to ensure they have not been moved in non-compliance with Reopen Closed Buildings Protocol.
- c. Classroom and laboratory signs, markings, and tape are checked daily to ensure they have not been moved, removed, etc.

Return Buildings to Operations Protocol for Containment

Facility Readiness, including classrooms, laboratories, and other instructional facilities:

- a. Confirmed and/or suspected positives on KC property will lead to an immediate shutdown of the affected areas/buildings until sanitized.
- b. Confirmed and/or suspected positives will lead to a relocation of functions in the affected area/building to another area/building.

Employees who have concerns about facilities readiness should contact their supervisor.