

GRCC

**COVID-19 RESPONSE
EMPLOYEE RETURN
TO CAMPUS
RESOURCE GUIDE**





THANK YOU GRCC FAMILY...

We continue to work through unprecedented times in our nation and on our campus, and I still believe that GRCC will serve an essential role in West Michigan's emergence from this crisis. We've been here for over a century, and we will continue to do so.

The safety and wellness of our students and employees will remain our top priority as we gradually return to campus.

Our COVID Response Team has created a plan for us to move forward. This guidebook has information you will need during our return. This is a new experience for all of us, and our plans and procedures will continue evolving in the weeks and months ahead. We will continue to update the grcc.edu/Coronavirus website, and you can also connect with the team at covidresponseteam@grcc.edu.

Thank you for your hard work and ability to be flexible. This community depends on us in many ways, and I know we are up for the challenges that are to come.

Stay Relevant, Stay Responsive!

Bill Pink, PH.D., GRCC President

COVID RESPONSE TEAM

The COVID Response Team has been established to assist with the coordination, logistics, recommendations and communications regarding all things COVID related and our return to campus operations.

Members are:

Misty McClure Anderson – Executive Deputy to the President and Board Liaison

Kimberly DeVries – Director of Equal Opportunity Compliance

Kelli Fedder – Faculty

Sandy Gregory – APSS

Vicki Janowiak – Executive Director, Operational Planning

Theresa Kent-Williams – Administrative Assistant to VP for Finance & Administration

Cathy Kubiak – Executive Director, Human Resources

Amy Mansfield – Dean, School of Workforce Development

Kurt Meinders – IT Customer Support Director

Eric Mullen – Dean, Student Success and Retention

Dave Murray – Communications Director

Dana Sammons – Faculty

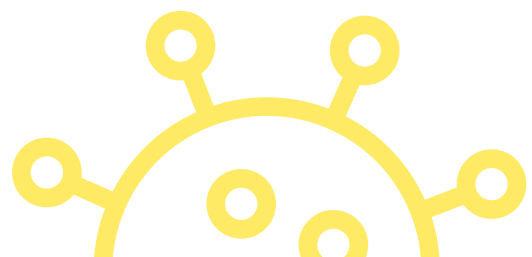
Grant Snider – Associate Dean, School of Arts and Sciences

Todd Tiano – Faculty

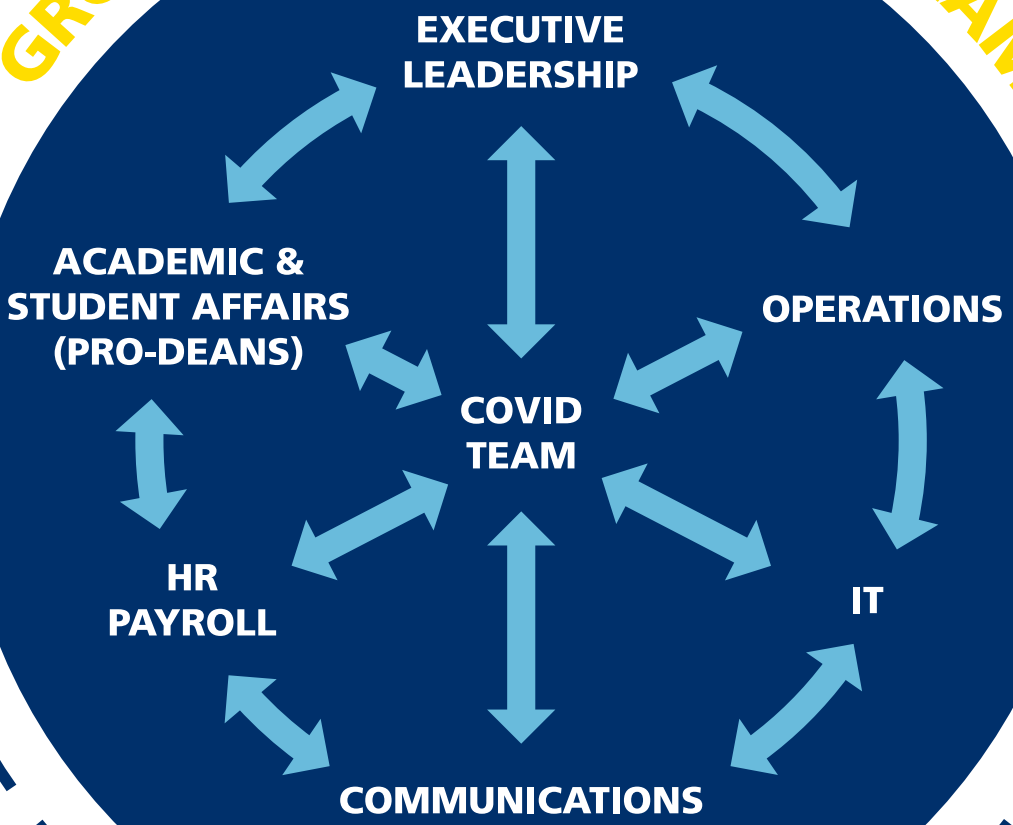
Jim Vandokkumburg – Executive Director, Facilities

Rebecca Whitman – Chief, GRCC Police

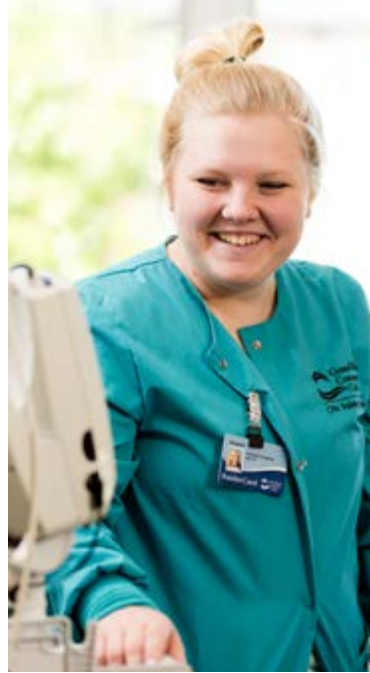
Any questions regarding campus COVID concerns may be sent to: covidresponseteam@grcc.edu



GRCC COVID-19 RESPONSE TEAM



COMMUNICATION



COVID RESPONSE GUIDING PRINCIPLES

We will:

- Prioritize the health and safety of students, employees, and community members as we emerge from the COVID-19 crisis.
- Ensure compliance with federal, state and local guidance.
- Demonstrate our commitment to best practices and leading by example.
- Adapt readily in response to changing conditions and guidance.
- Focus on a phased in approach to safely return students and staff.
- Promote transparency and awareness by providing clear, ongoing communications to students, employees and the community.
- Ensure our students maintain access to excellent educational resources and support systems.
- Create a plan that acknowledges the disparate impacts of the COVID-19 pandemic.
- Treat all members of the college community with dignity and respect.

PHASED-IN RETURN PLAN

GRCC has prepared a six-phase approach to resume campus operations. The plan outlines the levels of activity, restrictions and types of protocols required as we move through returning more employees and students to campus. The [plan](#) is not date specific and will adjust based on state and local guidance.

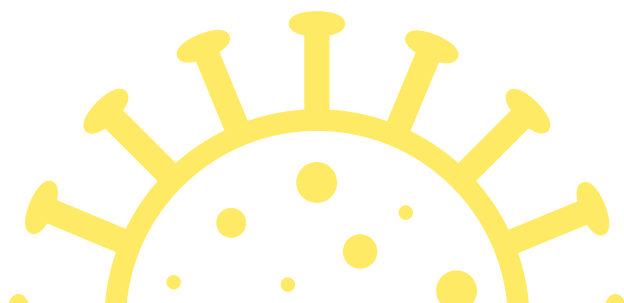
The plan can be viewed on the COVID Response website: grcc.edu/CoronavirusInformation/Covid19Response

EMPLOYEE SAFETY PROTOCOLS

Daily health and symptom screenings are required through the employee online center.

- If you don't feel well, stay home... DO NOT COME TO CAMPUS
- People who report any known COVID symptoms are not allowed on campus.
 - Please follow normal call-in procedures.
 - Contact Human Resources if you have symptoms but are not planning to come to campus.
 - Contact Human Resources if you have any questions.
- Face coverings are required of all employees when in public areas (hallways, restrooms, shared spaces, etc.).

[cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)





EMPLOYEE SAFETY PROTOCOLS (CONT.)

- Employees will be responsible for the cleaning of personal work surfaces and office equipment, such as their phones, keyboard and other materials.
- Additional personal protective equipment (PPE) will be required based on specific job requirements, such as gloves, face shields and other equipment. Face coverings, required PPE and work-surface cleaning supplies will be provided.
- Plexiglass barriers have been installed in all service areas where six-foot social distance cannot be maintained. To request additional physical barriers, email the COVID Response Team.

Following recommended safety precautions helps reduce the chance of being exposed to Covid-19 but does not eliminate the possibility of transmission.

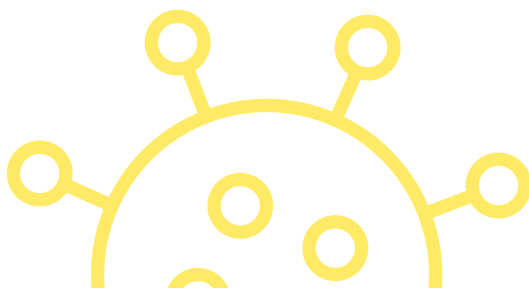
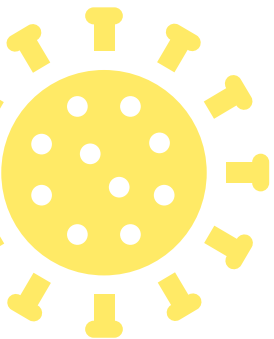
REGARDING EMPLOYEE PPE

PPE for GRCC general use has been purchased and the following is available to employees.

We have available as needed:

- Disinfectant spray cleaner to be used with paper towels as a substitute for disinfectant wipes – which will be purchased as soon as they become available.
- Disinfectant spray.
- Disposable gloves in sizes S, M, L, XL and XXL.
- Disposable face coverings.
- Face shields for job-specific requirements and areas identified by the COVID response team.
- Hand sanitizer.
- Paper towels.
- Thermometers – we have a limited number of no-contact thermometers available.

Please contact Tom Vos at extension 3764 or Dale Betts at extension 3767 if you need to obtain any of these items for your area. Also, please be reminded that all PPE purchases are to be coordinated by the Purchasing Department. Please contact Mansfield Matthewson at (616) 915-5957 or mmatthew@ggcc.edu, or Melissa Stasiak at (616) 308-7050 or mdavis@ggcc.edu for any additional PPE needs.



I THINK I HAVE BEEN EXPOSED TO COVID-19, WHAT SHOULD I DO?

CLOSE CONTACTS

I live with or am caring for someone with COVID-19.

I spent more than 15 minutes within 6' of a COVID-19 positive person.

Someone I know has COVID-19, but I haven't been near them.

My roommate's friend tested positive for COVID-19

You should self quarantine for 10 days from last day of contact and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed any of the following symptoms such as muscle aches, runny nose, nasal congestion, nausea, digestive issues, fatigue or loss of smell or taste?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms and to request testing.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of Breath**
- **Secondary Symptoms**

If you are concerned about your health, contact your health care provider now.

If your doctor decides you should be tested for COVID-19,

your health care provider can order testing for you.

Health care provider takes a sample.

Sample is sent to a laboratory for testing.

Laboratory sends result to health care provider.

Health care provider informs patient of result. The state health department will not provide results.

*Quarantine process for general public, does not specifically apply to health care workers.



COVID-19 PREPAREDNESS AND RESPONSE PLAN

GRCC has developed and implemented several environmental and administrative controls to reduce the spread of the virus on campus. Environmental controls include increasing ventilation rates and specific cleaning protocols. Administrative controls refer to the workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. This section will continue to be updated as protocols and procedures are developed.

CAMPUS CLEANING PROTOCOL

- Employees are encouraged to continue good hygiene practices known to reduce the spread of the COVID-19 virus.
- The facilities team has installed additional hand-sanitizing dispensers in every campus building, and in every classroom. Hand-washing is preferred if possible.
- Facilities has increased cleaning rotations in high-traffic areas, in addition to their regular cleaning schedule. The [GRCC cleaning protocols](#), in accordance with CDC guidelines, are available on the COVID Response [website](#).

EMPLOYEE RETURN TO WORK ACCOMMODATION REQUEST

GRCC is committed to protecting employees who may be at higher risk for severe illness from COVID-19 through supportive policies and practices. GRCC has an accommodations process for employees with medical conditions defined as disabilities under the Americans with Disabilities Act and for employees who may personally be at a higher risk for COVID-19 or have people they live with who

are at greater risk. The GRCC Employee Accommodation Request Process is posted on the Covid Response [website](#).

COVID-19 SYMPTOM, EXPOSURE AND CONFIRMED CASE PROTOCOLS

Protocols have been developed for both employees and students that document GRCC's response in the event someone reports COVID-19 symptoms, a high-risk exposure, or reports having tested positive for the virus. The protocols outline employee and student responsibilities, communication requirements, separation from campus timeframes and when individuals can safely return to campus. The protocols can be viewed [here](#).

Please note, employees that are experiencing COVID-like symptoms but do not plan to come to campus should contact Human Resources.

ADDITIONAL INFORMATION

The COVID Response Team has prepared an [FAQ](#) document as an additional resource. The document will continue to be updated as needed.

Employees should familiarize themselves with the GRCC Communicable Disease Policy. The policy is available on our website at:

[grcc.edu/sites/default/files/docs/agc/14.13 Communicable Disease Policy.pdf](https://grcc.edu/sites/default/files/docs/agc/14.13%20Communicable%20Disease%20Policy.pdf)

Our Safe College Training supplier has developed a new COVID Awareness Training that is recommended for all employees. If you recently completed HIPAA training, use the same credentials. Please take 10 minutes to complete the awareness training.

To report any COVID related issues or concerns, email the COVID Response Team at covidresponseteam@grcc.edu.

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