

# Grand Rapids Community College SARS-CoV-2 Preparedness & Response Plan

## General

The following SARS-CoV-2 Preparedness & Response Plan has been established for Grand Rapids Community College (GRCC) in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO. *Specific requirements for employers in various industry sectors are contained in the associated [EO](#).*

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements.

## Exposure Determination

Grand Rapids Community College will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Vice President for Finance and Administration will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

**Lower exposure risk jobs.** These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Medium exposure risk jobs.** These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

Grand Rapids Community College has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

<b>Positions/job/task</b>	<b>Determination</b>	<b>Qualifying Factors (i.e. no public contact, public contact, job task description)</b>
Administration/ Admin Support employees	Medium Exposure Risk	Regular contact/interactions with co-workers and students
Faculty employees	Medium Exposure Risk	Regular contact/interactions with co-workers and students
Information Technology/Media employees	Medium Exposure Risk	Regular contact/interactions with co-workers and students, shared equipment/surfaces
Custodial/Maintenance/Trades employees	Medium Exposure Risk	Regular contact/interactions with co-workers and students, cleaning and environmental responsibilities, shared equipment
Police employees	Medium Exposure Risk	Regular contact/interactions with employees and students
	High Exposure Risk	Campus first responders
Student employees	Medium Exposure Risk	Regular contact/interaction with students and co-workers

### **Engineering controls**

Grand Rapids Community College has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- High efficiency air filters and increased ventilation rates.

NOTE: Additional engineering controls are not recommended for low to medium exposure risk employees.

The Executive Director of Facilities will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

## Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Vice President for Finance and Administration will be responsible for seeing that the correct administrative controls are chosen, implemented and maintain effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional administrative controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: [www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

The following administrative controls have been established for Grand Rapids Community College (Example: specify the Administrative control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
All employees and students	Encouraging sick workers/students to stay at home Remote work, limited on-campus population

All employees and students (continued)	Continue remote/online learning Daily health screening Face coverings required Cleaning supplies provided Restricting on-campus meetings Limit capacity in shared spaces/classrooms/labs Review all work areas to maintain social distancing Use of increased PPE as needed
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## Hand Hygiene & Disinfection of Environmental Surfaces

The Executive Director of Facilities will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employee's hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The Executive Director of Facilities will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, Grand Rapids Community College will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. The Executive Director of Facilities will be responsible for seeing that such a cleaning and disinfection is performed as required.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
High Traffic areas (restrooms, door handles, hand rails, etc.) Counter tops/worksurfaces and desktops	Spartan BNC-15 Spartan Halt Spartan Disinfectant Wipes Spartan TNT Clorox 360 Disinfectant Clorox Bleach	Disinfection will occur at least twice daily, once by second or third shift cleaners, and once or more as time allows by daytime operations cleaners

The following methods will be used for enhanced cleaning and disinfection:

1. ENHANCED CLEANING FOR PREVENTION

A. General guidance:

- i. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as classrooms, meeting rooms, offices, public restrooms, exercise rooms, library tables, buttons, handrails, tables, faucets, doorknobs. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
- ii. Practice good hand hygiene after cleaning (and always!):
  - Wash hands often with soap and warm water for at least 20 seconds.
  - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

B. Safety guidelines during cleaning and disinfection:

- i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- ii. Wear eye protection when there is a potential for splash or splatter to the face.
- iii. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

C. Cleaning and disinfection of surfaces:

- i. Clean surfaces and objects that are visibly soiled first step in disinfection process. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- ii. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- iii. Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.
- iv. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surfaces disinfection. Ensure that disinfectants are prepared (well-

ventilated areas).and handled safety, wearing the appropriate PPE to avoid chemical exposures. Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents.

- v. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.
- vi. The following products are effective for disinfection of hard, non-porous surfaces:
  - A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID-19.
  - Prepare a 10% diluted bleach solution by doing the following:
    - o Mix five tablespoons of bleach per gallon of water.
    - o After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
- vii. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
  - Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
  - After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.
- viii. If a COVID-19 case is confirmed in the GRCC community, College units are required to follow the guidance Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in this document.

## 2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in College spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a College space.

After notification of a person with confirmed COVID-19 on a GRCC campus, the following cleaning and disinfecting protocol will be followed:

- A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.
- B. Facilities staff will do the following (as applicable):
  - i. Identify areas that require restricted access during and immediately following enhanced cleaning.
  - ii. Communicate with impacted department(s).
  - iii. Coordinate with building managers.
- C. The cleaning crew will:
  - i. Follow the Enhanced Cleaning for Prevention guidance outlined in this document.
  - ii. Open windows to the outside to increase air circulation, if possible.
  - iii. If possible, wait 24 hours after a person with COVID-19 was present in a space prior to beginning cleaning and disinfection.
  - iv. If it is not possible to wait 24 hours, the cleaning crew should increase the level of PPE used while cleaning and disinfecting, including using a N95 filtering respirator (if available).
  - v. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be provided to GRCC Facilities prior to work commencing.
- D. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
  - i. Disposable gloves
  - ii. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant
  - iii. If entering the space less than 24 hours after the ill person was present, the cleaning crew should wear one of the following respirators: N95 respirator (if available)

- iv. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.
  
- E. Review the COVID-19 Chemical Disinfectant Safety Information to potential health hazards and the recommended protective measures for common active disinfectant agents. SDS for disinfectants utilized by GRCC are listed here:  
  
Spartan BNC-15:  
<https://www.spartanchemical.com/sds/downloads/AGHS/EN/1056.pdf>  
  
Spartan Halt:  
<https://www.spartanchemical.com/sds/downloads/AGHS/EN/1018.pdf>  
  
Spartan Disinfectant Wipes:  
<https://www.spartanchemical.com/sds/downloads/AGHS/EN/1086.pdf>  
  
Spartan TNT:  
<https://www.spartanchemical.com/sds/downloads/AGHS/EN/6343.pdf>  
  
Clorox 360 Disinfectant:  
<https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions%20AE-Clorox%20AE-Total-360%20AE-Disinfectant-Cleaner1.pdf>  
  
Liquid Bleach:  
<https://www.thecloroxcompany.com/wp-content/uploads/2020/04/Clorox-Disinfecting-Bleach2.pdf>

## **Personal Protective Equipment (PPE)**

Grand Rapids Community College will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO. All types of PPE are to be:

- Determined based upon the hazard to the worker.  
*Face coverings will be required in all public/shared use spaces and when co-workers/students cannot consistently maintain six feet of separation from other individuals. Face shields and additional PPE will be provided when workers/students cannot consistently maintain three feet of separation from other individuals and when person to person contact is required.*
  
- Properly fitted and periodically refitted as applicable.
  
- Consistently and properly worn when required.
  
- Regularly inspected, maintained, and replaced, as necessary.



- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The following type(s) of PPE have been selected for use:

<b>Positions/job/task</b>	<b>PPE</b>
All employees and students	Face coverings
Custodial	Gloves for trash/waste removal
Food services	Face masks, gloves and sneeze guards
Faculty & Students in areas where social distancing cannot be maintained	Face shields, gowns, gloves as identified

## **Health Surveillance**

Grand Rapids Community College has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and students and isolate them from the remainder of the campus community. The Vice President for Finance and Administration will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift Grand Rapids Community College will screen employees for signs and symptoms COVID-19 as required. Employees who self-report symptoms or recent exposure via the health screening form are informed to stay/return home and use normal absentee reporting processes.

Contactors and vendors working on site must also conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility or worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

The specific instructions for employee and student reporting signs and symptoms of COVID-19 are as follows:

- Employees and students must complete the online health screening questionnaire with in two hours prior to coming on campus.
- Individuals who self-report symptoms or a recent known exposure are not cleared to come to campus.
- Employees who test positive for COVID-19 must notify the Executive Director of Human Resources.
- Students who test positive for COVID-19 must notify the Dean of Academic and Student Affairs, if they have recently been on campus.

Grand Rapids Community College will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- (a) Not allowing known or suspected cases to report to or remain at their work location.

(b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.

Grand Rapids Community College has established specific protocols for employees and students that outline the procedures and timeframes for returning to campus following the report of symptoms, high risk exposure and/or positive test results. These protocols can be found here. (<https://www.grcc.edu/coronavirusinformation/covid19response>)

## **Training**

The Vice President of Finance and Administration shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

At a minimum, training will include:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person and environmental surfaces.
- B. Symptoms of COVID-19.
- C. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- D. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
- E. Protocols/behaviors that employees and students must follow in order to prevent exposure to and spread of the virus.
- F. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

## **Recordkeeping**

The Vice President of Finance and Administration shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.

## **Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Grand Rapids Community College will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by Grand Rapids Community College and in accordance with guidance from local, state, and federal health officials.



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