

AQUINAS COLLEGE

Coronavirus (COVID-19) Exposure Prevention, Preparedness and Response Plan

Effective: Immediately

Date: 04/21/2020

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1. Introduction

Aquinas College takes the health and safety of our employees and students very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, it is important that all employers have in place a COVID-19 Exposure Prevention, Preparedness and Response Plan. This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Aquinas College may also amend this Plan based on operational needs.

Aquinas College will continue to be in compliance with the Occupational Safety and Health Act, which requires employers to comply with the safety and health standards and regulations as set forth by OSHA or by a state with an OSHA-approved state plan. In addition, in compliance with the Act’s General Duty Clause, Section 5(a)(1), Aquinas College will continue to provide employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

In addition to specific standards covering SARS-CoV-2, which causes COVID-19 exposures, Aquinas College OSHA’s Personal Protective Equipment (PPE) and other safety policies and procedures remain in effect.

2. Transmission of COVID-19

COVID-19 is mostly spread through person-to-person contact (within about 6 feet). Small suspended droplets from coughing and sneezing can enter the mouth and lungs of those nearby. It is also possible that infection can occur by touching a surface or object that has been contaminated by the virus then touching your own eyes, mouth or nose.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). However, spread might be possible before people show symptoms or from people who have the virus but are asymptomatic.

3. Symptoms of COVID-19

Symptoms of COVID-19 can range from mild to severe. In some cases, COVID-19 can result in death. The latest medical guidance defines symptoms of COVID-19 to mean at least one of fever, uncontrolled

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cough, or atypical new onset of shortness of breath, or at least two of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain.

Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have no symptoms at all.

4. Action Steps to Stay Informed and then to Disseminate and Instruct

To address the ongoing impact of COVID-19, Aquinas College is committed to:

- Monitoring CDC, OSHA and state and local public health department websites for information on the status of coronavirus.
 - CDC (Centers for Disease Control & Prevention): <http://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - WHO (World Health Organization): <https://www.who.int/>
 - State of Michigan : <https://www.michigan.gov/Coronavirus>
 - Local: Kent County Health Department: <https://www.accesskent.com/Health/coronavirus.htm>
 - OSHA (Occupational Safety & Health Administration): <https://www.osha.gov//SLTC/covid-19/> and OSHA Alert: <https://www.osha.gov/Publications/>
 - NIOSH (National Institute for Occupational Safety & Health): <https://www.cdc.gov/niosh/index.htm>
 - MIOSHA (Michigan Occupational Safety & Health Administration) https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf
- Proactively educating our employees on what is known about the virus, including its transmission, as well as its prevention.
- Establishing a written communicable illness policy and response plan that covers communicable diseases readily transmitted in the workplace.
- Implementing measures to recognize and address potential COVID-19 risks in the workplace to help prevent the spread of illness.
- Continuing to evaluate, develop, implement and communicate about workplace flexibilities and controls.
- Implementing Workplace Controls:
 - Engineering Controls (such as physical barriers)
 - Administrative Controls (such as face masks, informing workforce about the symptoms, establishing restrictions for access to the worksite and face-to-face contact)
 - Safe Work Practices (such as safe and proper work procedures)
 - Personal Protective Equipment (PPE)

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5. WORKPLACE PROTOCOLS TO REDUCE SPREADING THE VIRUS

The following employee protocols have been established to reduce the risk of exposure to COVID-19 for workers deemed business-essential job functions and for whom working fully from home is not feasible.

All employees with approval to enter campus are required to pass a daily COVID-19 symptom self-screen.

All employees are required to complete the training provided by the College on proper handwashing, wearing face coverings, and social distancing.

A. Fully-Vaccinated Employees

People are considered fully vaccinated for COVID-19 once a full two weeks have passed since they received the second dose in a two-dose series (Pfizer or Moderna) or two weeks after they received a single dose vaccine (Johnson and Johnson).

On May 16, 2021, the CDC stated:

- Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

NOTE: in accordance with MIOSHA rules, when indoors, all employees must wear masks when they cannot consistently stay six feet apart, are in shared spaces and common areas and in meetings—regardless of vaccination status.

- They can resume activities that they did prior to the pandemic.
- They can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. (See NOTE above.)
- If they travel in the United States, they do not need to get tested before or after travel or self-quarantine after travel.
- They need to pay close attention to [the situation at their international destination](#) before traveling outside the United States
- They do NOT need to get tested **before** leaving the United States unless your destination requires it.
- They still need to [show a negative test result](#) or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
- They should get tested 3-5 days **after** international travel.
- They do NOT need to self-quarantine **after** arriving in the United States.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.
 - However, if you live or work in a correctional or detention facility or a homeless shelter and are around someone who has COVID-19, you should still get tested, even if you don't have symptoms.

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Aquinas College requires all employees, including fully-vaccinated employees, to complete the daily COVID-19 symptom screen if they are approved to enter campus. However, fully vaccinated people who provide proof of being fully-vaccinated will not be required to quarantine if exposed to someone with the virus.

B. Employees Who Are Not Fully-Vaccinated

- Stay home if you are sick or if you have been in close contact with someone diagnosed with the virus or exhibiting symptoms of the virus.
 - Restrict outside activities, except for obtaining medical treatment. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, taxis/Uber/Lyft.
 - Check with your healthcare provider regarding your symptoms. Many are offering telemedicine at this time.
 - If you believe you have COVID-19 symptoms or if you believe you have had close contact with someone with COVID-19, call your healthcare provider to let them know you might have or might have been exposed to COVID-19. This will enable them to provide detailed instructions.
- Avoid people who are sick.
- Maintain a social distance of not less than least 6 feet when interacting with others.
- Avoid touching eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue; then throw the tissue in the trash (use elbow if no tissue is available). Immediately wash hands.
- Clean frequently touched objects and surfaces with EPA-Approved disinfectants.
- Do not use other workers' phones, desks, offices, or other work tools and equipment.
- Wear a facemask whenever you are in the presence of anyone outside your own household. "Face mask" means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose.

NOTE: Facemasks are optional when outdoors.

- Wear a facemask when in common areas (areas where other people could enter including hallways, stairwells, restrooms, conference rooms).
- Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water is not readily available, use an alcohol-based hand sanitizer with greater than 60% alcohol (ethanol) or at least 70% isopropyl alcohol.
 - Wash especially after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
 - Always wash hands with soap and water if hands are visibly dirty.
- Do not meet in person unless absolutely necessary; use the telephone, Zoom, Google Meets, etc.

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- Do not go into any buildings or offices unless absolutely necessary.
- Follow travel guidance (see Section 8 below).
- Do not visit areas where the incidence of COVID-19 puts you at risk.
- Immediately report any safety and health concerns. You may report your concerns to the COVID-19 Onsite Coordinators, Kevin Kwiatkowski, the Director of Campus Safety, or Lisa Hetzel, Dean of Students, if Kevin Kwiatkowski is not available. Or you may contact Lynda Group, the Director of Human Resources, via phone, text, or email.

6. Protecting Yourself and Your Co-Workers

Per the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to seek emergency medical attention:

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

If you develop any of the symptoms associated with COVID-19 or other acute respiratory illness or test positive for COVID-19, notify your supervisor and stay home. Discuss your care and treatment with your healthcare provider.

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If you come into close contact with someone who has tested positive for COVID-19, notify your supervisor and begin quarantine immediately.

Per CDC Guidance as of October 21, 2020: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated; a person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes with or without a mask.

Other examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).

As of April 30, 2021, Kent County Health Department Guidelines for isolation and quarantine are as follows:

- Those who have tested positive but never develop symptoms can end isolation after 10 days following the last exposure.
- Those who have tested positive and have moderate to mild symptoms can end isolation after 10 days if at least 24 hours have passed without a fever and other symptoms have improved.
- Those who tested positive and have severe illness may need to continue isolation for a full 20 days.
- Those who were in close contact with a positive COVID-19 case but were never tested and have no symptoms should continue to quarantine for the full 10 days. Daily symptom monitoring should continue through day 14 after the last exposure.
- Potentially exposed individuals who develop symptoms during the 14-days should be tested and self-isolate while awaiting results.
- Potentially exposed individuals should strictly adhere to mitigation strategies after exiting self-quarantine such as mask use, social distancing, avoiding crowds, etc.

As of November 23, 2020, due to the high volume of cases being received each day by the Kent County Health Department, the Health Department is no longer able to provide letters releasing employees from isolation or quarantine (<https://www.accesskent.com/Health/covid-19-isolation-quarantine-release.htm>). Consequently, employees will be required to provide a release from their healthcare provider before returning to campus after isolation or quarantine or a negative test result dated after their quarantine or isolation period has ended.

Aquinas College is required to report any confirmed case of COVID-19 on our campus immediately to the health department. In addition, the College is required to notify, within 24 hours of learning of the known case on campus, any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19. Kent County Health Department also requires that Aquinas complete a contact tracing sheet for each individual who tests positive.

If you develop COVID-19 symptoms while on campus:

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To protect the safety of our employees, should an employee exhibit any signs and/or symptoms of COVID-19 while on campus, the potentially infectious employee will be required to immediately leave the worksite to mitigate the risk of infecting others in the workplace. If it is not possible for the employee to immediately leave campus, the employee will be moved to an area where they can be isolated, preferably outside if possible, until they are able to leave the premises.

The employee will be asked to identify anyone with whom they had close contact at work starting 48 hours before their symptoms started or before they had a positive test. (See definition of *close contact* above.) Each of those individuals will be contacted and advised (without using the name of the employee unless permission is granted) that they will need to self-quarantine at home for 14 days due to their close contact with an infected individual.

The employee must also identify any rooms they have been in so proper disinfection may take place.

6. Classifying Worker Exposure to COVID-19

The four exposure risk classifications levels identified by the OSHA are:

- 1) Lower Risk (Caution)
- 2) Medium
- 3) High
- 4) Very High

The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19.

Lower risk category includes: those that do not require frequent and/or close contact with people who may be, or suspected of being, infected with COVID-19, nor frequent close contact with the general public. At Aquinas College, the employees in this category would include those who work in administrative offices and generally do not need to interact with students or the general public in a face-to-face manner and who can conduct the majority of their interpersonal interactions telephonically. These departments include Business Office, CFO, HR, Conferencing, Grounds & Housekeeping, Marketing & Communication.

Medium exposure risk category includes: those that require frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. This category would include those who may have frequent contact with travelers who may return from international locations as well as contact with the general public. While distance learning is being done, the departments that fall into this category include Campus Safety, Dean of Students, and Residence Life employees.

When students return to campus and regular operations resume, the departments at Aquinas College in this category potentially include Admissions, Advancement, the Academic departments, Academic Advising, the Advantage Center, Athletics, Campus Ministry, Campus Safety, Career Services, CDIE, Center for Sustainability, Copy Center and Mailroom, CORE, Counseling Services, Dean of Students,

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Financial Aid, ITS, Library, Maintenance, OLLI, President's Office, Provost, Residence Life, Student Accounts, Student Leadership and Engagement.

High exposure risk category includes: healthcare delivery or support staff, medical transport, and mortuary workers. There are no positions of this sort at Aquinas College.

Very high exposure risk category includes: healthcare workers, healthcare or laboratory personnel and morgue workers. There are no positions of this sort at Aquinas College.

7. What to Do to Protect Workers Based on the Assigned Risk Classification Level

The recommended procedures to protect workers in the four exposure risk categories are as follows:

- 1) Lower Risk –Wear facemasks when in situations where they may encounter other employees or students (e.g., in restrooms, going to and from their office). Frequently wash hands and disinfect workplace (see Section 5 above). Conduct meetings virtually. Do business with telephone and email. Limit visitors to office.
- 2) Medium Risk – Install physical barriers, where feasible; wear face masks and require visitors to wear facemasks when in close proximity with others; maintain social distancing; inform employees of symptoms of COVID-19 including posting signs about such; limit access to work site and common areas; restrict access to only certain workplace areas; minimize face-to-face contact; frequently wash hands and disinfect workplace; utilize combination of gloves, gown, face mask and/or face shield based on work task.
- 3) High exposure risk – No specific procedures identified as there are no positions of this sort at Aquinas College.
- 4) Very high exposure risk - No specific procedures identified as there are no positions of this sort at Aquinas College.

8. Employee Travel

When deciding to travel for personal reasons, we strongly encourage consultation of [CDC's Considerations for Travelers](#) information. In addition, we strongly encourage consultation of guidance from the U.S. State Department, the Michigan Department of Health and Human Services, the Kent County Health Department, and guidance from your home country, state and county.

All employee travel for College business should be limited to travel approved in advance by the College President and must follow travel guidelines from CDC, the U.S. State Department, the Michigan Department of Health and Human Services, and the Kent County Health Department.

Employees must notify their supervisors and Human Resources via the daily COVID-19 Symptom screen if they have recently traveled outside the United States for personal reasons. Employees traveling internationally will be required to self-quarantine for ten days following return from a trip unless they provide documentation showing they have been fully-vaccinated.

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9. Remote Work

In accordance with MIOSHA rules, employees may return to campus for in person work beginning June 1, 2021.

10. Campus Visitors

Employees are not allowed to have personal visitors on campus at this time.

If an employee working onsite orders a food delivery, the employee must direct the driver to stop at campus safety to be screened before entering campus.

Visitors with a legitimate business need to be on campus must be approved by the College President or the appropriate AVP or VP, who will register the visitor with Campus Safety as their guest. Visitors must report to Campus Safety upon arrival to complete a health screen and be cleared to enter campus. As of June 1, 2021, the screen will include the questions regarding major COVID-19 symptoms

Any visitor who answers the screening questions with a “yes” will not be permitted to enter campus. Once cleared to enter campus:

- A face mask will be provided if the visitor does not have one.
- A handout on social distancing will be provided and reviewed with the visitor.
- A sticker to show they have been cleared that day to enter campus.

11. Contractors and Vendors

Campus deliveries and other services (e.g., trash collection) from vendors must be properly coordinated so there is minimal contact with employees or students. If there is a risk of contact with employees or students, including if the vendor enters a campus building for any reason, the vendor must stop by Campus Safety before entering campus and be cleared in compliance with the visitor screening protocol. (See above.)

12. Gatherings and Events on Campus

In accordance with MDHHS Gatherings and Face Mask Orders updated on June 1, 2021:

- Indoor Facilities: must not exceed 50% of the limits established by the fire marshal
- Outdoor Facilities: no restrictions
- Unvaccinated people must wear face masks and maintain social distance when indoors.

13. COVID-19 ONSITE COORDINATORS

In compliance with the MIOSHA Emergency Orders (October 14, 2020), Aquinas College has appointed Kevin Kwiatkowski, Director of Campus Safety, and Dr. Lisa Hetzel, Dean of Students, as onsite Coordinators. Safety concerns regarding compliance with this Plan or any other COVID-19 related safety concerns should be brought immediately to the attention of one of the onsite Coordinators for investigation and response.

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14. Responsibility of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisor must hold themselves and their employees accountable for following these safety rules so that the risk of spreading COVID-19 is lessened. If a confirmed case of COVID-19 is reported to a supervisor or manager, they must IMMEDIATELY notify the Director of Human Resources. Managers and supervisors are required to report any unsafe situation to one of the COVID-19 Onsite Coordinators or to the Director of Human Resources.

15. Responsibility of Employees

Aquinas College encourages employees to get fully vaccinated. All employees must comply with the various social distancing, cleaning, handwashing and other measures outlined in this Plan to protect themselves and their co-workers as much as possible. This includes notifying their supervisor and staying home when experiencing symptoms or when they know they have been in close contact with someone who has tested positive for COVID-19. Employees who test positive for COVID-19 must IMMEDIATELY report their diagnosis to their supervisor and the Director of Human Resources. Any employee who believes an unsafe situation exists on campus is required to report the situation to one of the COVID-19 onsite Coordinators or to the Director of Human Resources.

16. References

OSHA 29 CFR 1910/1926
OSHA Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus
Guidance on Preparing Workplace for COVID-19 (OSHA 3390-03 2020)
OSHA Prevent Worker Exposure to Coronavirus (COVID-19)
OSHA Worker Exposure Risk to COVID-19
COVID-19 Workplace Checklist
BHS Insurance Agency - Risk Management Department
Governor's Executive Orders for State of Michigan
MIOSHA Emergency Rules
DHHS Gatherings and Face Mask Orders
Centers for Disease Control and Prevention

17. Information

Aquinas College's Plan is based on information in the websites mentioned above. Changes in the Plan can or will occur as new information from these nationally known resources are made available.

If there are any questions regarding any information in the Plan or in the information provided from these sites, please contact Human Resources and we will do our best to assist with your situation.