

Leeward Community College

Office of Continuing Education and Workforce Development COVID-19 Preparedness Plan

Leeward CC and OCEWD are committed to providing a safe and healthy workplace for all our faculty, staff, and students during the COVID-19 pandemic. To this end we have developed the following comprehensive COVID-19 Preparedness Plan. The following measures and precautions were developed in consultation with Leeward CC Administration with the latest guidance provided to OCEWD as of June 22, 2020. Additional guidance has been sourced from the CDC, UH Manoa, OSHA, and other resources listed in Appendix A. In addition to applying distancing and disinfecting protocols, OCEWD will be taking the approach to educate and inform the public of COVID symptoms and risks in lieu of assessing individuals via surveys and temperature checks.

Our COVID-19 response plan addresses the following elements:

- Facilities preparation
- Staff communication and training
- Student communication and informing
- Implementation and controls

I) Facilities Preparation (Prior to Instruction)

- **Classroom distancing assessment and preparation:**
 - Attendance will be limited to the room capacity number assessed and determined by Leeward Administrative services staff applying the 6' distancing rule. These numbers vary from 8 to 12 relative the CE building room sizes.
 - Chairs and tables exceeding the determined capacity limit will be removed or marked for restricted use.
 - Restricted table space will be taped off and identified by signage
- **Touch point identification for disinfection**
 - Each classroom will identify common touch points for routine disinfecting. At a minimum these will include:
 - Table surfaces
 - Chairs
 - Door knobs and handles
 - Light switches and temp control systems
 - Computer CPUs / keyboards / mice
 - Projection systems
 - White board markers, erasers, etc.
 - Instructional supplies intended for students
 - Common resource books / texts/ etc.
 - Common office supplies for student use ie. staplers, tape dispensers, etc.**Note:** When possible, common supplies and consumables will not be shared between students. Items that are shared between students will also be disinfected.
- **Signage:**
 - Each classroom will post 2 copies of our COVID-19 information flyer (attached). The flyer informs students of:
 - Symptoms of COVID-19
 - 6' distancing requirements

- Proper methods in wearing and removing face coverings
- Signage will also be placed on the external building walls, registration window, outside and inside the bathrooms and near break areas.
- **Disinfecting supplies and stations:**
 - OCEWD will work with Leeward facilities office and staff to acquire cleaning supplies, student and instructor PPE, and disinfectants for each classroom. Each classroom kit will include the following:
 - Disinfectant solution meeting minimum CDC recommendations and standards
 - Disposable wipes and cloths for cleaning surfaces
 - Spray bottles for dispensing disinfectants
 - Bucket or container for solutions
 - Trash bags for disposables
 - Disposable single-use gloves for instructor and students
 - Face coverings and masks for individuals lacking their own PPE

II) Staff Communication and Training

Prior to instruction, OCEWD staff and instructors will be informed and trained on the following:

- **Voluntary Rights:**
 - Instructors and staff will be afforded the right to refrain from engaging in F2F instruction or service delivery that would potentially expose them to COVID-19.
 - Administration will entertain and consider alternative methods of service delivery including remote work or distance education that inherently reduces risk of exposure.
 - Instructors and staff will be encouraged, but not required, to disinfect and clean classrooms and common spaces.
- **Enrollment Limitations and Distancing Requirements:**
 - Staff will install limits for on-line registrations to mirror and respect the maximum COVID-19 distancing requirements and room limitations. These range from 8 – 12 for our common CE rooms.
 - Prior to instruction, staff and instructors will be informed of the approved COVID-19 response plan details outlining room enrollment restrictions, PPE requirements, 6' distancing rules and cleaning protocols for all identified touch points.
- **Staff / Instructor Training and Education:**
 - Instructors and staff will receive and review the approved COVID preparation plan. Instruction will be provided in proper cleaning and disinfecting procedures, identifying and cleaning touch points, and providing guidance and information to students prior and during instruction. Roles and responsibilities will be identified.

III) Student Communication and Information

Community and Student Messaging Prior to Instruction:

- Our website will be updated to include student and community guidance to prepare and inform students prior to arriving on campus. OCEWD staff will also notify students of COVID precautions by email or phone.
- Students will receive the following information via our website and email / phone prior to arrival:
 - **Self Screening & Reporting:**
Students will be informed of the risk factors and symptoms of COVID-19 and requested to refrain from attending if they exhibit symptoms or are at risk. A contact phone number will be

provided allowing students to opt out. Their information will remain confidential and they will be afforded the opportunity to reschedule for a later date or receive a refund.

Should a student disclose a positive COVID-19 result, OCEWD staff will consult with Administration on current UH policy and take action as advised. We acknowledge that UH is currently developing policy guides at this time.

- **Symptoms or Risk Factors:**
 - Fever- A sustained increase in body temperature of 100.4° F [38.0° C] or greater using an oral thermometer without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Shortness of breath or difficulty breathing
 - Cough
 - Congestion or runny nose
 - Fatigue
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Nausea or vomiting
 - New loss of taste or smell
 - Have you been instructed by a Health, State or Federal official to quarantine during a time that includes your class dates?
 - Are you living with, or caring for someone that has COVID-19?
 - Have you had contact with someone diagnosed with COVID-19?
 - Do you live, work, or visit places where COVID-19 is present?

- **Hygiene and Respiratory Etiquette:**

Prior to attending, students will also be informed of proper hygiene and safety precautions.

 - **HANDWASHING:** Basic infection prevention measures are being implemented, students and instructors are required to wash their hands for at least 20 seconds with soap and water prior to entering the classroom and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrance to the classroom as well as inside.
 - **FACE-MASKS:** While in the classroom, on break, or anytime transiting to, or from the classroom, students and instructors are required to properly wear a cloth face mask that covers the mouth and nose.
 - **COUGH OR SNEEZE:** Students and instructors will be informed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

IV) Implementation and Controls

- **Classroom Arrangement:**

Classrooms and chairs will be configured as outlined in section Ia of this plan to meet the maximum occupancy under distancing guidelines. Signage, educational flyers, PPE, and other supplies as outlined in the Facilities Preparation section of this plan will be in place.
- **Break Areas and Restrooms:**

Students will be instructed to maintain safe social distancing and required to wear face masks in common areas outside of the classroom. COVID signage and flyers will be posted on building walls and

- in bathroom areas. Break times will be coordinated among instructors to minimize group sizes.
- **Cleaning and Disinfecting:**
In addition to the janitorial services provided by the campus operations and maintenance department, housekeeping practices are being implemented, including routine disinfecting of work surfaces, equipment, classroom materials, and break areas with emphasis on disinfecting high-touch areas, such as phones, keyboards, touch screens, controls, door handles, and railings as identified in section IB of this plan. Rooms will be cleaned and disinfected prior to and following each class meeting.

OCEWD will coordinate with Leeward Administrative Services to acquire appropriate and effective cleaning and disinfectant supplies. At minimum, the classroom will be provided with a plastic bucket containing disposable wipes and a solution of bleach and water. Wipes and solution will be applied to all touch points previously identified. A spray bottle with a hydrogen peroxide or other disinfectant as provided will be used to on touch points as well. The ventilation systems will be restricted so certain settings that allow for maximum fresh air, and to minimize air flow blowing across people. Additional ventilation filters will be available and swapped after each class session. Filters will be cleaned and dried between uses.