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COVID-19

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Infectious Disease Preparedness and Response Plan



**Baker
College**

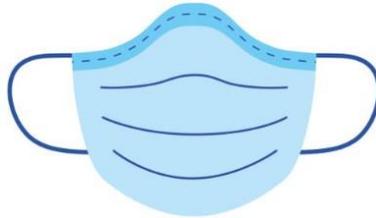


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GENERAL STATEMENT

Baker College developed and will update this plan based on the best available information and guidance from the CDC, State of Michigan, Local Health Departments, and the American College Health Association in an effort to mitigate infection risks on any BC campus. Additionally, this plan shall not supersede any order from the State of Michigan. BC is dedicated to providing a safe and comfortable environment for all stakeholders while doing our best to ensure we provide the most accurate and up-to-date information available. BC reserves the right to modify this plan based on additional guidance.

PURPOSE

The purpose of this COVID-19 Infectious Disease Preparedness and Response Plan is to assist in keeping our Campus Communities safe. COVID-19 is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person.

BC has developed this Plan to be consistent with the recommendations found in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (OSHA), as well as from additional legal guidance.

The COVID-19 Infectious Disease Preparedness and Response Plan contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist the BC Campus Community in providing a safe and healthy workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA and by the State of Michigan.

WHAT IS COVID-19?

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms of COVID-19 include cold or flu-like symptoms but are not limited to: uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

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

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

People are thought to be contagious when they are experiencing symptoms (i.e., experiencing fever, cough, and/or shortness of breath). Spread also occurs before people show symptoms (asymptomatic).

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

PROTECT YOURSELF AND OTHERS (from the CDC website)

Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.

To protect yourself against getting COVID-19 from inhalation:

- Get a [COVID-19 vaccine as soon as you can](#).
- Wear [a mask that covers your nose and mouth](#) to help protect yourself and others.
- Stay 6 feet apart whenever possible.
- Avoid crowds and poorly ventilated spaces, and [improve ventilation](#).

Learn more about what you can do to [protect yourself and others](#) and what you can do after you've been [fully vaccinated](#).

The CDC website provides the latest information about COVID-19 transmission:

WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/about/transmission.html

RESPONSE MEASURES FROM BAKER COLLEGE

- BC established a COVID-19 website that included important information and developments affecting the BC Campus Community at <https://www.baker.edu/coronavirus/>
- The BC President's Cabinet meets regularly to discuss COVID-19 and other operational and strategic objectives.
- BC offers face-to-face, asynchronous online and synchronous online live class offerings.
- BC deployed plans for employees to work remotely.
- BC provides face coverings for all campus visitors when they are required.
- BC promoted basic infection prevention measures, including social distance measures (when necessary) and the use of PPE's.
- BC has implemented the directives of the local health department for each campus location as required.
- BC has posted all directives from the local health department for each campus location as required.
- All Engineering Controls, Administrative Controls, and Personal Protective Equipment measures are assessed in an on-going format.
- BC formed a Pandemic Response Team that developed plans for a return to campus and who makes changes based on regulatory requirements or updated guidance.
- BC has a remote worker policy to determine which employees must work on-campus face-to-face.
- BC has developed increased cleaning and disinfecting protocols to be used when the campus community returns.

- BC has developed local campus plans to address building entrances and exits, social distancing expectations, and signage.
- BC has clearly described how employees who are sick at work will be handled to control the spread of the disease.
- BC has defined Vulnerable Populations as outlined by the CDC.
- BC has implemented and installed an array of safety measures to promote safe habits on campus.
- BC requires all contractors and tenants to follow the same protocols and procedures that BC has implemented.
- BC Executive Leadership actively promotes the COVID-19 Vaccination and encourages employees and students to get their vaccination at the various places in Michigan hosting clinics including pharmacies, retail stores, the local health department, local health care organizations and vaccination clinics on campus when offered.
 - [Michigan COVID Vaccine](#)
 - [CDC COVID Vaccine Homepage](#)
 - [FAQ](#)
- If BC requires PPE while on campus, the PPE will be provided to employees, students, and guests to the campus. PPE requirements will be:
 - Selected and required based upon the hazard to the worker.
 - Properly fitted and periodically refitted, as applicable (e.g., respirators).
 - 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.

RESPONSE MEASURES FOR THE BC CAMPUS COMMUNITY

(Upon returning to campus)

Initial response measures for the BC Campus Community include, but are not limited, to the following:

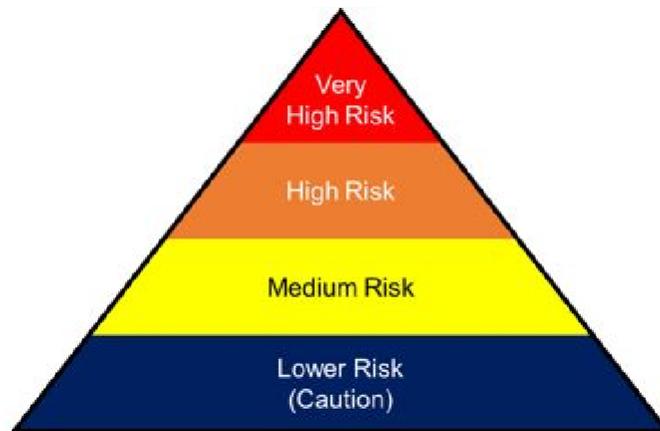
- The BC Campus Community should monitor and follow all recommendations from the State of Michigan, local county health departments, and Baker College.

- Any member of the BC Campus Community is expected to stay home if they are sick.
- BC encourage everyone to social distance (6 feet) when reasonably possible.
- BC has taken the following steps to best ensure compliance with the face mask policy:
 - Clearly posted the face mask requirements at campus entrances.
- BC does not require vaccinated or unvaccinated individuals to wear masks outdoors.
- Any member of the BC Campus Community must immediately report any signs of sickness to their supervisor.
- Any member of the BC Campus Community should contact Dana Clark at (989) 729-3955 or dana.clark@baker.edu with any questions related to employment matters.
- Any member of the BC campus community should report any safety or health concerns to Dana Clark at (989) 729-3955 or dana.clark@baker.edu
- The BC Community should frequently wash their hands with soap and water for at least 20 seconds. BC will place hand sanitizer stations with alcohol-based sanitizer containing at least 60% alcohol in all open areas where soap and running water are not immediately available.
- The BC Campus Community is expected to adhere to proper respiratory etiquette, including covering coughs and sneezes.
- Employees are to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Students should report any cleaning needs to the Facilities Department immediately.

CLASSIFYING WORKER EXPOSURE TO SARS-CoV-2

BC community risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. 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 SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent the probable distribution of risk. The BC Campus Community will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19



LOWER EXPOSURE RISK (CAUTION)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 and also do not have frequent close contact, as defined by the CDC, with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Engineering Controls

- Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- BC will continue to monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Employees are encouraged to check the CDC COVID-19 website regularly: www.cdc.gov/coronavirus/2019-ncov
- Social distancing signage is installed in general office areas on in hallways to promote social distancing.
- Handwashing techniques and cough and sneeze etiquette signage are to be installed on all digital signage and in restrooms.

Personal Protective Equipment

- BC is requiring all employees to wear face masks while on campus. Additional PPE is not recommended for workers in the lower exposure risk group. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

MEDIUM EXPOSURE RISK

Medium exposure risk jobs include those that require frequent and/or close contact, as defined by the CDC, 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 contact with students who may return from domestic and/or international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, the BC Campus Community in this category may also have contact with the general public (e.g. Help Desk, Registration, Campus Safety).

Engineering Controls

- Physical measures, such as plexi-glass barriers, are to be installed at areas of potential person-to-person contact (i.e. OneStop, ARC, Campus Safety, General Office Front Desks)

Administrative Controls

- BC has limited public and student access to work areas on campus and/or restricted access to only essential personnel.
- BC has implemented strategies to minimize personal contact whenever feasible.

Personal Protective Equipment

- BC is requiring all employees to wear face masks while on campus. BC Campus Community members with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment and the types of exposures workers have on the job.
- Any employee who has face-to-face interactions with the public and social distancing measures are not possible, the public must wear a facial covering. Facial cover includes any covering which snugly covers the face and mouth, whether store-bought or homemade and which is secured with ties or ear loops.
- Examples of compliant homemade masks may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - N95 rated masks or surgical masks should not be utilized as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
 - Persons who wear facial coverings should review the CDC guidelines regarding safely applying, removing and cleaning.

RESPONSE PROTOCOL FOR EMPLOYEES WITH COVID-19 SYMPTOMS OR POSITIVE TEST AT A BC LOCATION

A BC Campus Community member displaying one or more of the following symptoms may have contracted COVID-19 and the appropriate protocol needs to be implemented immediately. Symptoms of COVID-19 include cold or flu-like symptoms but are not limited to: uncontrolled cough, shortness of breath or difficulty breathing, fever (100.4 or above), diarrhea, chills, muscle aches, abdominal pain, vomiting, severe headache, sore throat, or new loss of taste or smell.

Protocol to Address Symptomatic Individual

- If any BC Campus Community member is exhibiting symptoms of COVID-19 while at any BC location, the supervisor/faculty member should be alerted and they will take care of the next steps in the protocol.
- Others in the campus community should not interact with the symptomatic individual directly and should observe social distancing of 6 feet separation.

Suspected Cases

Any BC Campus Community member will be considered to have a Suspected Case of COVID-19 if:

- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - The employee came in close contact, as defined by the CDC, with someone who has tested positive for COVID-19.

If a BC Campus Community member believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor, faculty member and/or campus DSA;
- Seek immediate medical care or advice and do required testing to confirm
- Self-quarantine until contacted by BC representative

If a BC Campus Community member qualifies as a Suspected Case, then the College may:

- Notify the BC Campus Community members who may have come into close contact, as defined by the CDC, and;
- Will ensure that any area the individual occupied on campus is thoroughly cleaned and disinfected.

Confirmed Cases

Any BC Campus Community member will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations within 2 days or 48 hours from the onset of symptoms for COVID-19 and subsequently tests positive for COVID-19.

If a BC Campus Community member believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor, program director and/or campus DSA of his or her diagnosis; and
- Remain off campus until they are cleared to return to work.

If a BC Campus Community member has a Confirmed Case, then the College will:

Notify all BC Campus Community members who may have come into close contact, as defined by the CDC, with the employee;

- Ensure that any area the COVID-19 positive individual occupied will on campus is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and

BUSINESS CONTINUITY PLANS

The Pandemic Response Team will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) activate BC's emergency communication plan to communicate important messages to employees and constituents.

BC has developed a four-phase plan to return to campus. Depending on guidance from the State of Michigan, the CDC, and the local health departments, BC will move in and out of

the four different phases to ensure compliance with state orders and government guidance.

- Campus Safety maintains a presence on campus with students continuing to live in Residence Halls.
- BC offers courses in a variety of delivery methods and will transition face-to-face courses between Online Live and face-to-face depending on the opening phase BC is currently in. The Center for Teaching Excellence provides continued support to faculty during this transformation to virtual learning.
- Academic Advisors are available on-campus and virtually to assist students to plan their continued academic journey.
- OneStop and Financial Aid are available on-campus and virtually assist students.
- Residence Halls are open for students taking courses.

DOCUMENTS AND FORMS

- [Leave Policy](#)
- [Pandemic Response Team](#)
- [Unpaid Leave Request Form](#)

EDUCATIONAL RESOURCES

- [Face Coverings](#)
- [How to Clean and Disinfect](#)
- [Know How It Spreads](#)
- [Respiratory Etiquette](#)
- [Symptoms of Coronavirus](#)
- [What is Social Distancing](#)
- [When and How to Wash Your Hands](#)

REFERENCES

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