



Southwestern Michigan College COVID-19 Preparedness and Response Plan

As of June 1, 2022

Southwestern Michigan College ("the College") institutes this COVID-19 Preparedness and Response Plan ("Plan").

The College aims to protect its community (students, employees, members of the public) by enacting all appropriate prevention efforts. The College is continually monitoring guidance from local, state, and federal health officials and implementing workplace, instructional, and campus housing modifications where appropriate.

In addition, the College has designated workplace coordinators in order to implement, monitor, and report on the COVID-19 control strategies it has developed. The College has enacted a phased approach (Appendix A) to reopening its campuses in order to provide for the safety of its community. Each phase incorporates the below mitigation efforts in various degrees and is designed to methodically reopen the campus while allowing for restrictions to be reenacted if necessary.

Employees, students, or members of the public with questions are encouraged to contact Lyndon Parrish, Director of Security and Conduct, via phone at 269-782-1321 and/or email at security@swmich.edu; housing students are encouraged to contact Jeff Hooks, Executive Director of Campus Life, via phone at 269-783-2159 and/or email at jhooks@swmich.edu.

Prevention Efforts and Workspace Controls

Training

The College will train all students and employees on the following:

- Steps the student or employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe learning or working conditions.
- Measures and procedures the College is implementing to prevent student or employee exposure.
- Other state or federal recommended/mandated student or employee COVID-19 awareness material.

Cleanliness and Social Distancing

All employees are directed to report on-site unless prior authorization is obtained from their supervisor. For such workers, the College abides by the recommended safety measures and establishes the following:

- All persons shall be health screened using government-recommended procedures prior to entering campus buildings.
 - This screening shall take place in person, online, or via exterior building signage and may be amended as necessary.
- Campus buildings are now open, with restrictions, to students, all employees, and members of the public.
- Socially distanced in-person meetings may take place, however use of virtual meetings are recommended.
- Physical barriers may be placed in locations where employees must meet with the public/students.
- Employees should consider the use of virtual meetings for one-on-one student or authorized visitor meetings.
 - One-on-one meeting locations that provide mitigation barriers and allow for privacy shall be set aside for use when virtual meetings are not practical or available.
- Employees' interactions with the general public may be modified to allow for additional physical space between parties.

- Signage encouraging hand washing will be posted throughout all buildings, bathrooms, and common areas.
- Face masks are recommended while inside all buildings and during all indoor class sessions.
- Face mask stations will remain in place and available to staff and students

In addition, the College is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout class and work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas;
- Where available, providing hand sanitizer in high-traffic areas;
- Providing disinfecting supplies and requiring that employees wipe down their work stations at least at the beginning and end of each work day

It is suggested that students and employees minimize COVID-19 exposure by:

- Cleaning workspaces and high-touch surfaces at the beginning and end of each class or work shift;
- Avoiding, when possible, the use of other student's or employee's phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Using hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes with their arms;
- Immediately reporting unsafe or unsanitary conditions on the College premises to their supervisors;
- Complying with the College's daily screening processes;
- Notifying the College and seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

Supplemental Measures Upon Notification of Student's or Employee's COVID-19 Diagnosis and/or Symptoms

A person with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from campus.

In response to a confirmed diagnosis, within 24 hours the College will:

- Inform all students and employees, contractors, or suppliers with and near whom the diagnosed person was in contact of a potential exposure;
- Keep confidential the identity of the diagnosed/symptomatic person to the extent possible; and
- Conduct deep cleaning of the diagnosed/symptomatic student's or employee's workspace, as well as those common areas potentially infected by the student or employee.
- Complete an OSHA Form 300A "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness."
 - If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

Worker Exposure Classification

Employees' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public. Given this classification, the College provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, and minimizing face-to-face contact.

Identification and Isolation of Sick and/or Exposed Students or Employees

Risk and exposure determinations are made without regard to students' or employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from students or employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from students' or employees' personnel documentation.

Student and Employee Self-Monitoring

Students and employees who meet the following conditions should not report to work or in-person classes and, upon notification to the College, will be asked to quarantine themselves:

- Students or employees who display COVID-19 symptoms, whether or not accompanied by a formal COVID-19 diagnosis;
- Students or employees who have tested positive for Covid (using any method of testing)

Such students or employees may only resume in-person work or class attendance upon meeting all return-to-campus requirements, as defined below.

Reporting Methods

Students or employees are advised to use the [Coronavirus Reporting form](#) to report if they or someone they know is experiencing symptoms of COVID-19, has tested positive, or has been in close contact with someone who has tested positive.

Students or employees who develop symptoms during their class or work shift must immediately report this information to their professor, supervisor, and/or Human Resources.

Return-to-Campus Requirements

Students or employees who were themselves diagnosed with COVID-19 may only return to campus upon confirmation of the cessation of symptoms and contagiousness, per the [SMC Guidelines for Return to Campus](#).

Employees may be required to submit a return to work from a health care provider.

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to use available paid time off provided under College policy, concurrently with or to supplement any approved leave.

Unemployment Compensation Benefits

Under the federal CARES Act, unemployment compensation benefits may be expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits.

FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (FMLA) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

The College is also mindful of its obligations under the Americans with Disabilities Act (ADA). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the College engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

Plan Updates and Expiration

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

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

Nothing in this Plan shall supersede local, state, or federal law.

Campus Housing Preparedness Considerations

Training

The College will train all housing residents on the following:

- Personal space disinfecting methods and proper use of disinfectant materials,
- Steps the residents must take to notify the College of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19,
- How to report unsafe living conditions,
- Measures and procedures the College is implementing to minimize student exposure, and
- Other state or federal recommended/mandated student COVID-19 awareness material.

Supplemental Measures Upon Notification of Resident's COVID-19 Diagnosis and/or Symptoms

Students are advised to use the Coronavirus Reporting form to report if they or someone they know is experiencing symptoms of COVID-19, has tested positive, or has been in close contact with someone who has tested positive.

Students who develop symptoms must immediately report this information to their residence hall RHM.

In-Seat Instructional Preparedness Considerations

Disinfecting of Shared Workspaces

The College shall provide disinfectant materials for workplaces (desks and tables).

Hand Washing

Hands must be washed for 20 seconds or disinfected after cleaning workspaces or after using shared items

- Hand cleansing materials or time to use restrooms for this purpose will be made available.

Privacy

All shared personal information will be considered private and confidential. Identifying information will not be shared with anyone who is not directly responsible for the College's response to the pandemic and/or health officials as required by law or executive order.