

AQUINAS COLLEGE

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

Effective: Immediately

Date: 04/21/2020

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7/30/2020; 8/7/2020**

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.

While there are no 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). Some spread might be possible before people show symptoms or from people who have the virus but are asymptomatic, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures (which are constantly changing as the situations change) to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

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3. Symptoms of COVID-19

Symptoms can cause illnesses ranging from mild to severe. In some cases, COVID-19 can result in death. Symptoms typically include fever, cough, and shortness of breath. 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 (Center 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>
- 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 possible. In addition, all employees entering campus will be required to pass a daily symptom screen and temperature check.

- Stay home when you are sick
 - 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 and always 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.
- Avoid using other workers' phones, desks, offices, or other work tools and equipment.
- Wear a facemask when you have to interact with other people to help prevent the spread of the disease to others.
- 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.
- Do not go into any other buildings or offices unless absolutely necessary.
- Do not fly domestically or internationally.
- Do not visit areas where the incidence of COVID-19 puts you at risk.
- Immediately report any safety and health concerns.

6. Protecting Yourself and Your Co-Workers

Major symptoms of COVID-19 include: fever (temperature of 100.4°F), atypical cough and/or atypical shortness of breath.

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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.

Per CDC guidelines as of August 7, 2020, regarding COVID-19:

- Those who tested positive but never develop symptoms can end isolation after 10 days.
- Those who 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 14 days.

Per CDC Guidance: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes 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).]

In addition, anyone with a suspected or confirmed case of COVID-19 must be *released from any quarantine or isolation by the local public health department* in accordance with Executive Order 2020-114. Note that in accordance with this Order, Aquinas College is required to immediately report any confirmed case of COVID-19 to the health department.

The CDC noted that under the new rules, "it is possible that a person known to be infected [through testing] could leave isolation earlier than a person who is quarantined because of the possibility they are infected."

If you develop COVID-19 symptoms while on campus:

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*

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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 Kent County Department of Health must be notified of any confirmed COVID-19 cases.

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, 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.

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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. Workers Traveling Abroad or Working Internationally

See www.aquinas.edu for the current travel restrictions adopted by Aquinas College. Business travel is suspended unless approved by President Quinn.

Workers travelling or working abroad should consult the “Business Travelers” section of OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:

CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers

U.S. Department of State (DOS) travel advisories:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>

The DOS cannot provide Americans traveling abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that the governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries.

More information on COVID-19 planning and traveling abroad can be found at www.cdc.gov/travel

Aquinas College recommends employees check out CDC’s Traveler’s Health Notices (see link above) for updated information and recommendations prior to travel and after return from the destination.

Employees must notify their supervisors and Human Resources if 1) they plan to travel outside the United States, 2) they have recently traveled outside the United States or 3) they plan to travel to another state where COVID-19 cases have spiked.

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Employees who travel domestically may be required to self-quarantine for fourteen days following return from a trip if deemed an appropriate safety precaution before returning to campus. Please contact Human Resources.

Any employee traveling internationally will be required to self-quarantine for fourteen days following return from a trip.

9. Campus Visitors

Employees are not allowed to have personal visitors on campus at this time. Personal food deliveries are allowed as long as the delivery person is met outside and not allowed in any campus building.

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.

The screen will include the questions regarding major COVID-19 symptoms along with a temperature check.

Any visitor who answers the screening questions with a “yes” and/or has a temperature of 100.4 degrees or higher 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.

10. Contractors and Vendors

Contractors and vendors who provide services on campus must provide appropriate assurances that their parent company:

- 1) has a COVID-19 Response Plan;
- 2) their employees have been trained in the basic health and safety precautions of a) social distancing, b) hand washing, and c) wearing a face mask;
- 3) their employees have been provided with a face mask to wear when social distancing is not possible; and
- 4) their employees are screened for COVID-19 symptoms each day before entering College property.

This assurance must be in the form of a written document that acts as an Addendum to any contractual agreement on file with Aquinas College. Any manager who engages or has engaged a contractor or vendor to provide services on Aquinas’s campus must request this document before any third party employee enters campus. The Addendum must then be forwarded to Steve Lunger, Controller, who will retain the document in the contractor/vendor file in the business office. An electronic document is also acceptable.

Campus deliveries from vendors must be properly coordinated so there is minimal contact with employees or students.

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11. Events Attendees on Campus

In accordance with Executive Order 2020-160, Aquinas College will allow social gatherings or events organized among persons not part of the same household to be held indoors on campus as long as the gathering or event does not exceed 10 people and the persons in attendance who are not part of the same household maintain six feet of difference between each other at all times. Such gatherings or events may be held outdoors on campus provided the event or gathering does not exceed 100 people and persons not part of the same household maintain six feet of distance from each other at all times.

12. 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 Human Resources.

13. Responsibility of Employees

Aquinas College is asking every one of our employees to help with our prevention efforts to minimize the spread of COVID-19 on our campus. 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 either their manager or Human Resources.

14. 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

15. 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.

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