



COVID-19 Preparedness Plan for Johnson College

Johnson College is committed to providing a safe and healthy workplace for all employees and students. To ensure a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, which requires full cooperation among our employees. Through this cooperative effort, we can establish and maintain the safety and health of our employees and students. Our employees are our most important assets. The COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and federal OSHA standards related to COVID-19.

1. Timeline to Return to Campus

- Johnson College will phase in the return of employees in a coordinated process to ensure appropriate physical distancing. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No one should return to campus without authorization.
- Opening campus to employees will follow local and federal guidelines.
- These efforts will be tightly coordinated to mitigate potential risks and ensure the safety of our campus community and the other communities we serve. Once decisions to expand on-site levels of return in certain areas are made, employees should reference “employee re-entry plan” for more details.

2. Staffing Options

Employees will be informed by their supervisors when and under what circumstances they are to return to work on campus. Employees should not return until authorized.

- REMOTE WORK- Those who can work remotely to fulfill their work responsibilities will continue to do so to limit the number of individuals on campus and the spread of the COVID-19 virus. The employee’s immediate supervisor must approve remote work arrangements.
- ALTERNATING DAYS OR ALTERNATING WEEKS- To limit the number of individuals and interactions on campus, departments will schedule partial staffing on alternating days or weeks with staff who are required on campus (e.g., two days remote, three days on campus). Such scheduling will enable physical distancing, especially in areas with large common workspaces.
- STAGGERED REPORTING/DEPARTING- The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements.

3. Communication Plan

- Status updates will be sent via Johnson College email accounts to employees.
- Stephenie Vergnetti, Vice President of Human Resources and Senior Advisor to the President & CEO, is the campus point of contact for the COVID-19 preparedness plan and re-entry to campus. All questions and concerns should be directed to svergnetti@johnson.edu

4. Social Distancing- Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups larger than 25 people
- Stay out of crowded places and avoid mass gatherings

a. Personal Protective Equipment (PPE) Supplies

- All individuals will be required to wear a face mask or face covering while on campus. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- Cloth face coverings can be made from household items.
- All employees will be provided a face mask. They have the option of wearing their own face mask as long as it adheres to CDC face mask standards.
- Employees who refuse to wear a mask while on campus or school teaching sites will be given a written warning on the first occurrence and termination on the second occurrence. Students who refuse to wear a mask will be held to the student disciplinary procedure.
- All workstations will have hand sanitizer.
- All employees will be provided gloves, if desired.

b. Entering & Exiting Buildings

- All employees will have designated building entry and exit points for their office. Employees are to only be in the building where their office is located. This will help in the tracing and tracking process across campus.

c. Wellness Check

- Employees who are authorized to return to campus must conduct symptom monitoring every day before coming to campus. It is your responsibility to comply. It is our shared duty as a community to act responsibly. You must be free of ANY symptoms related to COVID-19 to be on campus.
- All employees will be required to have their temperature taken prior to entering any on or offsite campus locations, including industry lab sites. Human Resources and Executive Council members will be responsible for checking temperatures. Any employee with a temperature above 99 will be asked to go home and contact their health provider for further instructions. All health information will stay confidential.

d. Work Stations

- Employees will have their own designated workspace. When multiple employees are in a common office setting, workspaces will be six feet apart. All meetings that can occur over the phone or video chat should be held in that format. If a meeting is essential, no more than five (5) individuals should be present.

- Plastic shields will be placed in offices where employees have face-to-face interaction with other employees or students.

5. Contact Tracing and Case Investigation

Case investigation and contact tracing are fundamental activities that involve working with an individual (symptomatic or asymptomatic) diagnosed with COVID-19 to identify and provide support to people who may have been infected through exposure to the individual. This process prevents further transmission of the disease by separating people who have (or may have) COVID-19 from people who do not. Case investigation and contact tracing are most effective when part of a multifaceted response to an outbreak.

In order to support contact tracing and case investigation, employees may be asked to document their locations while on campus.

The following core principles of case investigation and contact tracing must always be adhered to:

- Case investigation is part of the process of supporting patients with suspected or confirmed infection.
- In case investigation, designated staff work with an employee to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious.
- Exposed individuals will be asked if they wore a mask around others, if they were within 6 feet of one another and if their contact was more than 15 minutes.
- Staff then begin contact tracing by warning these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.
- To protect individual privacy, contacts are only informed that they may have been exposed to a person with the infection. They are not told the identity of the person who may have exposed them.
- Contacts are provided with education, information, and support to understand: their risk; what they should do to separate themselves from others who are not exposed; monitor themselves for illness; and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Contacts are encouraged to stay home and [maintain social distance](#) from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. To the extent possible, designated staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms should promptly isolate themselves and notify staff. They should be promptly evaluated for infection and for the need for medical care.

6. Campus Prep

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of the Johnson College re-opening plan. The virus that causes COVID-19 can be killed by using the appropriate products approved by the CDC.

- A deep clean of the entire campus was completed before employees and students returned to campus.
- Facilities will incorporate diligent cleaning procedures while following CDC standards. A cleaning process developed for campus that will be evaluated frequently thought-out the day by supervisors.
- All on-campus classes and labs have been scheduled to incorporate adequate time to clean and disinfect in between classes.
- All off-site labs will follow the same cleaning procedures.
- Custodial staff will be provided with enhanced training. Supervisors are attending webinars delivered by product vendors. Maintenance and custodial employees are being trained on CDC cleaning standards
- Employees should also wipe down commonly used surfaces before and after use with products that meet the CDC criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, coffee makers, desks and tables, light switches, doorknobs, etc.).
- College vehicles received a container filled with CDC vehicle sanitizing process, gloves, masks, sanitizing spray and wipes.
- Trashcans will be placed at bathroom doors for disposal of paper products used to enter and exit facility.
- Employees are expected to follow signage on traffic flow through building entrances, exits, and similar common use areas.
- Signage will be posted at multiple locations throughout campus reminding employees and students to practice healthy behaviors that slow the spread of COVID-19, including washing their hands regularly, staying 6 feet apart, and avoiding unneeded physical contact.

7. Student Return

Student returning to Johnson College will be required to follow all guidelines set forth by the College, which follow local, state, and federal recommendations. Prior to returning campus, students will be required to complete a questionnaire regarding their potential exposure to the disease.

During the 2020-2021 academic year, Johnson College will be eliminating unnecessary face-to-face interactions, including lecture-based courses, which will be delivered online. All lab and clinical based courses will be delivered on campus or through industry partners. They will be required to adhere to the following guidelines:

- Temperature will be taken before each class

- Face masks or coverings must be worn at all times while on campus
- Following all social distancing guidelines (minimum 6 feet)
- Following hygiene and sanitation protocols
- Student showing symptoms of COVID-19 will should inform their instructor or program director and should stay home from school
- Students will not be penalized for absences due to potential illness (must inform instructor prior to absence)

a. Modified Learning Spaces

- Space seating/desks at least 6 feet apart when feasible.
- Modify lab sizes to allow for social distancing.
- Offer distance learning (online) in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).

b. Communal Spaces

- All communal gather locations will be closed on campus to prevent large group interactions (Gymnasium, fitness center, lounge areas, etc.)
- Eliminate food service on campus but allow dining hall to remain open following proper social distance guidelines.

c. Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

d. Shared Lab Space and Equipment

- All students are encouraged to bring their own tools for use in lab.
- Proper PPE, including face coverings and gloves will be required in lab settings and when sharing equipment.
- The number of students will be limited in each lab to ensure proper physical distancing.
- Additional time will be scheduled between labs to allow for proper cleaning and sanitizing before a new class enters.

e. Campus Offices

- All appointments with campus staff are encouraged to be conducted virtually when possible.
- If face-to-face appointments are necessary, there will be adequate spacing between individuals. Protective dividers will accompany the required personal protective equipment.

8. Re-entry Task force

Johnson College has created a re-entry task force. The taskforce will meet regularly to discuss topics and plans regarding the reopening of Johnson College including keeping the campus, employees and students safe and healthy during this process. Individuals on this taskforce include Johnson College administrators and community friends.