



COVID-19
Return to Campus Plan for Fall 2021
All Campus Locations

September 2021

Table of Contents

Introduction	3
The Return to Campus Plan	5
Face Covering Requirement for COVID-19 Response	8
COVID-19 Vaccination Requirement	12
Expectations for Individuals	16
Academic Plan	18
Non-Academic Areas	
Athletics	20
Facilities & Campus Spaces	20
Housing & Residence Life	21
Campus Dining	22
Integrated Student Health Center	22
Student Services	22
COVID Testing	22
Workplace Guidance	23
On-site Events and Activities	23
Travel	23
Appendices	
Protocols for Employees	25
Protocols for Students	31
ABA Big Clinic	40
Dental Hygiene	43
OMIC	46

Introduction

Novel coronavirus (COVID-19) is a virus strain that first appeared in December 2019. Health experts are concerned because little is known about this new virus, and it has the potential to cause severe illness and pneumonia and there is not a treatment. Experts continue to learn about the range of illness from novel coronavirus. Reported cases range from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization, and in the worst cases, death.

The World Health Organization (WHO) announced COVID-19 was a global pandemic on March 11, 2020 and the President of the United States declared the COVID-19 outbreak a national emergency.

On March 19, 2020, Gov. Kate Brown signed Executive Order 20-09, ordering all colleges and universities “shall be prohibited from conducting in-person classroom, laboratory, and other instruction from March 21, 2020 through April 28, 2020.” On April 17, Gov. Brown signed Executive Order 20-17, extending EO 20-09 to suspend in person instructional activities through June 13, 2020.

On June 10, Klamath County Public Health officials met with Oregon Tech staff and provided comments on the Re-opening plan. Overall, they approve the plan and stand ready to assist Oregon Tech as needed through consultation and any other support. Oregon Tech is currently contacting Clackamas Public Health to address the Portland-Metro plan for re-opening.

On June 12, 2020, Gov. Brown signed [Executive Order 20-28](#), Operation of Higher Education Institutions during Coronavirus Pandemic, which addresses requirements for instructional, research, and residential activities. Additionally, the EO requires IHEs to follow guidance from OHA and HECC. In response, OHA/HECC released guidance to Oregon colleges and universities on June 12, 2020.

The 2020-2021 academic year was one of constant change and even uncertainty as we navigated the recurring surges of COVID. In terms of impact on the campus community, please see the summary below indicating testing in KF, isolations because of exposure or symptoms and positive cases by different groups.

	KF Students*	PM Students	Salem Students	Employees	Total
Testing on campus	318	NA	NA	NA	318
Isolations:					
Exposure	343	32	6	79	460
Symptoms	225	6	7	60	298
Positive cases:	133	8	4	22	167

*Note: 124 students in campus housing were isolated/quarantined during the academic year.

On June 25, 2021, Governor Brown rescinded Executive Order 20-28 for Higher Education and as a result, HECC/OHA guidance for postsecondary institutions was no longer be in effect starting July 1, 2021. The HECC further indicated that “colleges and universities are advised to consult CDC guidance and the local public health authority as you establish operating plans for the summer and fall.”

The two work groups established to address COVID response continued to meet and to provide input into the 2021-2022 plan, especially for fall term. The guidance from multiple sources (CDC, OHA, OSHA, local public health) continues to be reviewed in developing the Return to Campus, Fall 2021 Plan and any changes to the plan in order to respond to subsequent waves of infection and new COVID variants. Each member of the Oregon Tech community, however, must continue to do their part to limit the spread of disease. Culture change combined with sound prevention practices and public health controls will contribute to a safe and healthy campus environment and help the university quickly identify, isolate, and contain infection which is necessary to keep in-person classes/labs and activities.

The Return to Campus Plan

Oregon Tech is planning to resume traditional on-site and in-person activities at all locations for academic year 2021-2022. We make these plans with a careful eye on current, comprehensive public health and mitigation strategies and continued guidance provided by the Oregon Health Authority (OHA) and Center for Disease Control (CDC).

Oregon Tech's plans will require ongoing commitment and support from all members of the community and adherence to federal, state, and other applicable guidance and requirements that permit increased on-site and in-person activities.

While subject to change, we are currently planning for fall to include:

1. In-person instruction as the primary modality of delivery at all Oregon Tech locations.
2. In-person administrative and operational services.
3. In-person and on-site co-curricular and extracurricular activities.
4. Housing and Residence Life to fully serve students living on campus.
5. Athletic competitions with fans (as permitted).

Oregon Tech will operate in alignment with federal, state and local guidance as its public health response evolves. Additional local public health requirements may apply depending on the type of Oregon Tech activity, a county's COVID-19 risk level, and the location of activities planned.

We remain optimistic that public health conditions will allow Oregon Tech to provide primarily in-person teaching on our campuses and on-site engagement, extracurricular programs and activities. While we expect the vaccination requirement to positively impact the public health conditions, we will continue to employ an appropriate mix of public health measures, such as wearing face coverings, daily health screenings, and cleaning as well as protocols for positive case management for students and staff.

The following principles serve as the foundation for Oregon Tech's Fall 2021 Plan.

- We will continue to take informed, proactive and intentional approaches to supporting the health, well-being and safety of all members of the Oregon Tech community. This includes careful review, exploration and adjustment of policies, practices and systems of support for students, faculty and staff at all locations.
- We implemented a Vaccine Requirement for all students and employees learning or working at any Oregon Tech location to be vaccinated for COVID-19.
- Oregon Tech will follow all applicable federal, state, and local guidance and rules.

Our Responsibilities

Our recovery from COVID-19 is a shared responsibility – there are steps that the university must take, steps departments and units must take, and steps that each individual must take to assist in reducing future spread of COVID-19 on our campus and in our community. The information below is organized to help all members of the campus community understand expectations and responsibilities as we continue on the path to Fall 2021 and beyond together.

Individuals are expected to:

- Follow applicable [OHA](#) and [CDC](#) guidance, any applicable Executive Orders or other requirements and adhere to Oregon Tech policies and procedures.
- Comply with the university's Vaccination Requirement

- Self-monitor for COVID-19 symptoms and remain at home if symptomatic or ill. Students will complete the daily health screening on the Oregon Tech app.
- Prioritize personal hygiene by washing hands frequently, covering coughs and sneezes, and avoiding face touching and handshaking.
- Clean personal workspace (office, desk) and living spaces frequently.
- Wear face coverings indoors and outdoors at large public events, in accordance with the university's Face Covering Requirement.
- Stay informed about latest local and general COVID-19 related developments via resources such as the Oregon Health Authority website.
- Follow all **local** health requirements (face coverings, isolation, quarantine, etc.).
- Reinforce university public health practices and messaging within the workplace, classrooms, and other areas of engagement.
- Report COVID-19 symptoms and positive COVID-test results to Student Health (students) or Human Resources (employees).
- Get tested when instructed to do so (or for peace of mind).
- Individuals may take additional precautions appropriate for their own personal preferences and circumstances, especially those who are not vaccinated or have other unique medical concerns.

Departments are expected to:

- Post guidelines and regulation signage.
- Monitor and enforce face covering usage in department-controlled spaces.
- Clean high-touch surfaces and shared office equipment within department-controlled spaces daily, when in use (supplies can be ordered through Facilities).
- Support staff if they are unable to report to work due to COVID.

University will:

- Communicate university's COVID-19 regulations and applicable state and federal guidance to campus.
- Maximize air exchanges in facilities.
- Provide hand-sanitizing stations in buildings.
- Provide cleaning materials in classrooms and labs.
- Regularly clean classrooms and common areas.
- Keep cleaning and disinfecting supplies available to campus.
- Keep making disposable face coverings available to campus.
- Make COVID-19 signage available to campus.

For the purposes of this plan, the following definitions are in use:

- **Isolation** separates sick people with a contagious disease from people who are not sick
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick
- **PPE = Personal Protective Equipment** is specialized clothing or equipment, worn by an individual for protection against infectious material

Plan implementation and compliance issues and any questions, concerns, or complaints about the campus response should be directed to:

Erin Foley, Vice President for Student Affairs
541-885-1013 or erin.foley@oit.edu

or through the submission option located on the [Coronavirus webpage](#).

Face Covering Requirement for COVID-19 Response REVISED August 25, 2021

In response to the COVID-19 pandemic, in alignment with the Oregon Governor's executive orders, and consistent with guidance from the Oregon Health Authority (OHA) and the Centers for Disease Control and Prevention (CDC), Oregon Tech first issued its face covering policy on June 17, 2020, with revisions on October 19, 2020. This revision incorporates new guidance from the OHA, issued August 25, 2021. It applies to all Oregon Tech locations and serves as one of the steps taken by the university to help reduce the risk and spread of COVID-19.

Oregon Tech requires the use of cloth face coverings, or an appropriate alternative, by all faculty, staff, students and visitors who are physically present at an Oregon Tech location and in enclosed public or common areas. Cloth face coverings, or alternative, are worn in combination with other measures, such as physical distancing and proper hand washing.

Face coverings are required when working in indoors in enclosed spaces shared by others, other than family or household members (*e.g., family, roommates*) regardless of current vaccination status.

Acceptable forms of face coverings include: cloth face coverings or single-use disposable medical-grade masks.

Unacceptable forms of face coverings. Neck gaiters are not acceptable. Mesh masks, lace masks, and other face coverings with openings, valves, holes, vents, or other visible gaps in the design or material are not in compliance with this requirement. Full and half-face shields are not acceptable. Wearing a full-face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering. Wearing a full-face shield alone is limited to situations when wearing a mask or face covering is not feasible and the individual has been approved to wear the full-face shield by Access & Campus Equity Services (students), or the Office of Human Resources (staff and faculty). See also Exemptions below.

Classroom settings. Faculty are strongly encouraged to wear a face covering (not a face shield) in the classroom. Exceptions may include approval from the Office of Human Resources (OHR) or if directed by Access & Campus Equity Services (ACES) for a hearing-impaired student. In situations where a face shield is used for teaching, a mask face covering should be used when entering and exiting the classroom, and the faculty member must maintain social distancing and be especially vigilant in enforcing the use of face coverings by the students.

Indoor campus settings that will require the use of face coverings include:

- Spaces where physical distancing cannot be met (i.e., hallways, doorways, elevators, stairwells)
- In-person classroom settings
- Integrated Student Health Center
- Shared lab spaces, computer labs, library
- Market Place Cafe, coffee shops, and bookstore
- Common areas within university buildings (lounges, study nooks, etc.)
- Student Rec Center / gym

- Shared offices; offices serving students or employees

Other campus settings that require the use of face coverings include:

- Outdoor spaces when physical distancing cannot be maintained, especially large events
- Inside university-owned vehicles (regardless of number of occupants)

Exemptions from Face Covering Requirement. Face coverings are mandated of all individuals when indoors on Oregon Tech property and involved in Oregon Tech activities as described in these requirements. Non-compliance with the requirement, irrespective of reason, is not acceptable. Narrow exemptions and modifications to this requirement are outlined below:

- **Exemptions for Infants and Toddlers.** Infants and toddlers under age two (2) should never wear cloth face coverings due to the risk of suffocation. Children age two to four (2-4), with the assistance and close supervision of an adult, are strongly recommended to wear face coverings in settings where it is likely that a distance of at least six feet cannot be maintained from non-household members and those at high risk for more serious illness. All children aged five (5) years and older should wear a face covering unless medically directed to do otherwise.
- **Exemptions or Modifications as a Medical or Health Risk Modification or Accommodation.** Individuals with the following medical conditions or health risks may request an exemption or modification to this requirement:
 - A medical professional has advised that wearing a face covering may pose a health risk to the person wearing the covering or impair their breathing.
 - A person has a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering. This includes, but is not limited to, persons with a medical condition for whom wearing a face covering could obstruct breathing, who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance.
 - Wearing a face covering would create a safety risk to the person as determined by local, state, or federal regulators, or workplace safety guidelines.
 - The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.
- **Exemptions for activities.** The following activities are exempt from wearing face coverings: performances, including but not limited to playing instruments, delivering a speech to an audience, and theater; and practicing or playing a competitive sport at any level.
- **Permissive Use of Full-Face Shields for Special Events.** Wearing a face shield alone is limited to situations when wearing a mask or face covering is not feasible, such as:
 - Live instruction when physical distancing can be consistently maintained and proper ventilation is provided.
 - When people need to see mouth and tongue motions in order to communicate (e.g., for communicating with children in certain developmental stages or people with hearing impairments).
 - When an individual is speaking to an audience for a short period of time and clear

communication is otherwise not possible. In this situation it is important to consider:

- Ways to lower risk to the audience including providing a distance of at least 12 feet between the speaker and audience members.
- Having enhanced building ventilation (see CDC's guidance on ventilation and filtration, Ready Schools, Safe Learners – section 2j, and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance).

Students. Oregon Tech students who believe they may require an exemption from this policy must contact Access & Campus Equity Services (ACES; formerly known as Disability Services). ACES will assess the student's medical or health risk situation. Such assessments will be conducted on a case-by-case basis.

Employees & Visitors. Oregon Tech employees and visitors may request a medical or health risk accommodation through the Office of Human Resources. Individuals seeking an accommodation may be required to provide medical documentation to assess their request. Such assessments will be conducted on a case-by-case basis.

Enforcement.

- A person not wearing a face covering will be asked to put on a face covering or leave campus.
- Individuals who are unable or refuse to wear a face covering or alternative in designated university spaces will be referred to the appropriate office for action (OHR for employees; Student Affairs for students).
- Refusal to comply with these face covering requirements could result in disciplinary action up to and including termination for employees and suspension or expulsion for students.

Additional Information.

- Oregon Tech's policy will be fluid and adaptive as regulatory conditions change or guidance from health authorities evolves. This may include local- or state-level guidance related to business practices (e.g., food service, campus spaces, etc.).
- Oregon Tech may transition from "required" to "recommended" based on guidance from the CDC, OHA, and local health authorities.
- Oregon Tech will provide members of the university community with a cloth face covering (or alternative) as a supplement to their personal supply.
- Oregon Tech will continue to follow OSHA and industry guidance related to workplace safety (e.g., safe clean protocols for custodial workers, or face coverings indicated for food services workers).
- Oregon Tech will provide alternatives to face coverings, such as face shields, if such alternatives are needed and comply with the most current health and safety guidance.
- Oregon Tech will take a zero-tolerance approach to any acts of bias or discrimination related to the use of face coverings, including acts of public shaming or criticism for individuals not able to wear a face covering or individuals who are complying with the face covering requirements.
- Oregon Tech has the latitude to expand the requirement based on local circumstances (e.g., a campus-based outbreak), in consultation with the policy administrator.

Campus contact regarding this policy: Vice President for Student Affairs;
Student.Affairs@oit.edu or 541-885-1013.

Additional Face Covering Information

Please see the FAQs posted on the webpage and remember these are the only exceptions:

- While actively eating and drinking
- Within Housing, in a student's own residence hall room or family housing unit

Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering can request an accommodation. Faculty and staff accommodations may be requested through the Office of Human Resources and student accommodations may be requested through ACES office.

COVID-19 Vaccination Requirement

In response to the COVID-19 pandemic, in alignment with the Oregon Governor's executive orders, and consistent with guidance from the Oregon Health Authority ("OHA") and the Centers for Disease Control and Prevention ("CDC"), Oregon Institute of Technology ("University") is issuing this vaccination requirement.

The purpose of this requirement is to promote the health and safety of the University community, including all who work, live, or learn in any Oregon Tech location. Implementation of the COVID-19 Vaccination Requirement begins immediately, with enforcement of the vaccination requirement effective for fall term, 2021.

Advancing vaccinations is a priority and our shared obligation as we continue to implement the University's plan for the 2021-2022 academic year. A high rate of vaccination among our students, faculty and staff is needed to support the safety and well-being of our community and the communities in which we operate, as well as allow for the greatest access to in-person learning. Any individual identified as having a COVID-19 exposure through contact tracing would be required to isolate for 14 days (or the current period under CDC guidance).

Applicability

So that we achieve the highest level of population protection from COVID-19, the COVID-19 Vaccination Requirement applies to **all** university employees, full-time or part-time, including but not limited to faculty, classified and unclassified staff, and student employees, at all campus locations, so long as they will be interacting in-person with individuals outside of their household as part of their employment.

The COVID-19 Vaccination Requirement applies to students who are enrolled in or registered for in-person instruction for any portion of their course load and students who are registered for fully online courses and participate in any in-person University activity or University-provided or sponsored service at all Oregon Tech locations (Klamath Fall, Portland-Metro, Chemeketa, Seattle, and OMIK). For example, a student with all online classes coming to campus to use the library, computer lab or other services; or a student coming on to campus only to play intramural sports must comply with the vaccination requirement. [Note: the Chemeketa and/or Seattle sites may require additional COVID mitigation measures which Oregon Tech students and staff must follow.]

Vaccine Requirement

The Vaccination Requirement includes completion of either the attestation of immunization process or the declination (exemption) process. Oregon Tech staff and faculty members will not know an individual's vaccination status. Supervisors may know if an employee is not in compliance with this requirement.

Attestation

Employees

A signed Attestation Form by the employee confirming that the employee has been fully immunized by a COVID vaccine that has been authorized in the U.S. for either emergency use or through full FDA licensure and approval or has been fully immunized by a vaccine approved outside of the U.S. The Attestation Form includes individual's name, the date of vaccination doses, and the name of the manufacturer and will be submitted to the Office of Human Resources.

Students

A COVID vaccination card with the student's name, the dates of vaccination doses, and the name of the manufacturer will be uploaded to the Integrated Student Health Center student portal.

Declination

An employee or student can decline the COVID Vaccine for bona fide medical reasons or for non-medical reasons as outlined by law ([OAR 333-050-0040](#)). Declinations for non-medical exemption must include completion of an OHA or Oregon Tech approved COVID-19 vaccine module.

A system will be developed to administer, track, and maintain the Attestation and Declination Forms for employees through the Office of Human Resources. Access to these systems will be limited to protect individual privacy. Students will use the Integrated Student Health Center's student portal for both the Attestation and Declination process.

Declination may require adherence to additional public safety measures, such as continued use of face coverings in specified locations, asymptomatic testing, and quarantine periods, and may limit access to requirements, spaces, and activities, etc.

Employees and students who furnish false attestations or declinations are subject to discipline pursuant to applicable University conduct or discipline policies.

Vaccination Requirement Exemptions

The following individuals are exempt from this requirement:

1. Employees and students whose work or programs are fully online where no on-site or in-person university activity occurs
2. University volunteers (non-student and non-employee)
3. Community members (non-student and non-employee) participating in University programs or activities.
4. University visitors (non-student and non-employee)
5. Employees exempt under state law (see [ORS 433.416\(3\)](#) and [ORS 433.407\(3\)](#))

Definitions

Fully vaccinated: An individual has received both doses of a two-dose COVID-19 vaccine, or one dose of a single-dose vaccine, and at least 14 days have passed since the individual's final dose of COVID-19 vaccine. International students will be considered fully vaccinated if they meet their home country's vaccination requirements.

Compliance Requirements

Employees

1. It is intended that all University employees to whom this requirement applies must be fully immunized against COVID-19 or meet the requirements for declination by September 1, 2021 (or September 16, 2021 for faculty on contracts that are less than 12 months). A new employee with a start date on or after September 1, 2021 must complete the Vaccination Requirement prior to or on the first day of work.
2. Employees will comply by either:
 - a. completing the Attestation Form that they have been fully immunized against COVID-19 or
 - b. watching an educational video as a requirement of declination and submitting the non-medical exemption form; or completing the medical exemption process.
3. Documents for compliance will be submitted to the Office of Human Resources.

Students

1. All University students to whom this requirement applies must be fully immunized against COVID-19 or meet the requirements for declination by September 1, 2021.
2. Students will comply by either:
 - a. uploading their vaccination card that they have been fully immunized against COVID-19, OR
 - b. watching an educational video as a requirement of declination and submitting the non-medical form; or completing the medical exemption process.
3. These steps to compliance can be completed through the Integrated Student Health Center's patient portal.

Non-Compliance

Failure to complete either the Attestation process or the Declination process results in non-compliance with the Vaccination Requirement.

Students

Non-compliance in the COVID-19 Vaccination Requirement (not completing the Attestation or Declination process) may result in disciplinary action under the University's Student Code of Conduct for non-compliance with University policy, including a hold on the student account.

Employees

Non-compliance in the COVID-19 Vaccination Requirement (not completing the Attestation or Declination process) will result in the employee's department head and/or supervisor notified of the non-compliance. Failure to comply with the Vaccination Requirement may result in disciplinary action.

Resources

Oregon Tech website for Vaccine FAQs

Centers for Disease Control and Prevention guidance for fully vaccinated individuals: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Expectations for Individuals

To protect your health and safety during the COVID-19 pandemic, the university requires that everyone on campus follow the rules listed below and attend a training session for students and employees prior to the start of fall term.

Please look for communications about the current status of COVID and any changes to campus expectations or operations. Please read emails, signage, and announcements as everyone must stay informed and take appropriate actions to keep campus safe for everyone.

1. Vaccination Requirement

Prior to the start of fall term, ensure compliance with the Vaccine Requirement by completing the attestation or exemption process. Failure to comply may result in disciplinary action (employees) or a hold on a student's account (impacting the ability to register/drop courses).

2. Face Coverings

Face coverings are required indoors in all Oregon Tech facilities regardless of vaccination status. Face coverings can be removed when in an area specifically designated for eating. Face coverings must fully cover the nose and mouth. Mesh masks, lace masks, and other face coverings with openings, valves, holes, vents, or other visible gaps in the design or material are not in compliance with this requirement.

Face coverings are required outdoors when physical distance cannot be maintained.

3. Personal Hygiene

The university has deployed a number of hand washing stations across campus. Wash (or replace) your face covering regularly.

4. Personal Health Screening

Every day before coming on campus, employees and students should conduct a screening for COVID symptoms (fever or chills; cough, sore throat, difficulty breathing; muscle pain, body aches, or fatigue; or recent loss of taste or smell).

Students will use the Oregon Tech app to complete the daily screening. A green pass allows access to campus, classes and activities. A red pass requires contact with Student Health to determine next steps.

Anyone experiencing COVID-19 symptoms, that are different from their baseline, should stay home until **24 hours** after the fever (if present) is gone without the aid of medication and all other symptoms have been relieved.

Employees may use available leave to cover these periods if they are unable to work. Students should work with their instructors to address missed class time.

5. Physical Distancing

Physical distancing is no longer be required.* However, individuals are encouraged to keep distance when possible, especially when eating or if not fully vaccinated. *[Oregon OSHA repealed the COVID-19 workplace rules on June 30, 2021](#). Individuals may want to maintain distance from others, especially in large groups or if you are not vaccinated.

6. Testing and Contact Tracing

If you develop COVID-19 symptoms and have been in close contact with a person known to have COVID-19 or have recently traveled from an area with widespread or ongoing community spread of COVID-19, call your health care provider before going in person. Students should call Student Health and they will determine if you need to be tested for COVID-19. Follow all instructions given by a healthcare provider.

7. Quarantine and Isolation

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

According to the CDC, both strategies are used to limit the spread of communicable disease.

Persons in isolation or quarantine should restrict activities outside their residence, except for getting medical care, for the period they are at risk of secondary transmission.

If you are in isolation or quarantine, do not go to work, school, or public areas, and avoid using public transportation or ridesharing.

8. Gatherings

Exposure is more likely to occur at family gatherings, social events, and parties where face coverings may not be worn and physical distancing not practiced. Please consider your actions and how to maintain your own health and safety.

Academic Plan

The following points reflect the current plan, but it could change at any point during the 2021-2022 academic year.

- For all vaccination/quarantine/exposure information please see general information section
- Face-to-face lectures and labs, i.e. normal instructional modalities at all sites, provided conditions warrant and guidance supports.
- Faculty and students follow indoor mask mandate. Faculty should assure all students are wearing face coverings in class and any student not wearing a face covering should be directed to put one on or leave (continued problems report to Dean of Students).
- Faculty should ask students to show their green pass (daily health screening on the Oregon Tech app) when they come into each class and ask them to leave if they either have a red pass or no pass. They should be directed to go home and contact student health.
- Classrooms will be provided totes with cleaning supplies and surfaces should be wiped down between classes by the instructor and/or students leaving the classroom. Faculty members can assign a student (or a student could volunteer) or the faculty member can do it.
- Office hours should be held in person – faculty may include a zoom option for students not wanting to attend in person
- For small group work students should be kept in the same group for the term wherever possible, to facilitate contact tracing follow up if needed.
- Faculty are encouraged to make seating charts for each class as this will assist with contact tracing should that become necessary.
- Field trips are permitted – students should be instructed to wear masks at all times in vehicles or outside whenever 6 ft distancing is not possible.
- Students will be discouraged from congregating in buildings before and after lectures/labs
- Faculty will be notified by IHSC if a student is unable to attend class. Faculty should, if possible, record their lecture and make it available to the student, or make alternate arrangements wherever possible, to allow a student to keep up with the course. Students are not allowed to return to class until cleared through IHSC.
- Syllabi should include instructions for students to be ready to show their health screening passes, for any course specific arrangements to minimize crowding, and plan for students who have to miss class due to health related (COVID, etc.) reasons.
- Faculty should include in their syllabus their instructions for students who have to miss classes and notification method if the faculty member has to move to remote teaching or cancel classes.
- Faculty who have been exposed or have symptoms should contact IHSC and if directed to quarantine should let their department chair know they cannot be on campus and whether they will be able to continue to teach remotely.

- Cloth face coverings will be provided for all faculty, staff and students. Use of face shields should be minimized and requires permission from Human Resources. Transparent masks are available from the ACES Office for faculty who have students who lip read.
- PPE for health related labs – faculty and students
- Gloves if requested for specific situations
- Classroom microphones or lapel microphones will be available to facilitate lecturing. Details to follow.
- Cleaning supplies will be provided in each classroom and lab for students to clean their area before class starts.
- Bathrooms in open buildings and classrooms/labs being used to be cleaned daily by custodial staff
- Hand sanitizer stations are available in all buildings.
- Signage – bathrooms and around campus (COVID symptoms, student flowchart etc.)

For assistance, please contact the appropriate person to address your question:

- VP Foley for overarching approvals
- Gaylyn Maurer for health related questions/screening
- Provost Mott for overarching academic issues
- Dean Keyser and Dean Peterson for college level issues
- Vice Provost Afjeh or Lara Pracht for PM issues

Non-Academic Areas

Athletics

All Athletic teams and activities will follow all protocols as outlined by the NAIA, Cascade Collegiate Conference's (CCC) *Commitment to Play* manual, and related OHA Guidance.

Conduct at athletic events:

- Essential staff and participants involved in athletic events will follow event protocols determined by the NAIA Cascade Collegiate Conference, related OHA Guidance, and the Athletics department.
- The allowance of spectators at athletic events will follow the OHA sector guidance and CCC's current requirements.
- Spectator capacities will be adjusted pursuant to applicable guidance (OHA, local public health or campus directives)

Teams visiting campus for competition must follow protocols established by CCC's manual.

TechRec (student recreation center) will be open and will follow the applicable health authority requirements and guidance to provide an on-campus location for students to work out safely.

Facilities and Campus Spaces

For fall 2021, university spaces may require some amount of physical distancing, based on [Oregon Health Authority](#), OSHA and other applicable requirements. OHA guidance on physical distancing requirements and/or total capacities on the number of people in one room will be followed.

- Units will be responsible for ensuring appropriate signage is in place (i.e., physical distancing expectations, face coverings requirement, and cleaning protocols).
- Inventories of cleaning supplies in classrooms and labs will be monitored and maintained.
- Ventilation in university buildings is an important aspect as we return to on-site. HVAC systems have been adjusted where possible to maximize fresh air and filtration, and HVAC operations follow the recommendations of the Centers for Disease Control and Prevention and the American Society of Heating Refrigeration and Air Conditioning Engineers.
- Custodial staff and contractors will continue to clean and disinfect campus spaces based on CDC recommendations, utilizing EPA-approved chemicals.

Academic classrooms and labs have totes with cleaning materials to be used by faculty/students to clean throughout the day. Facilities staff will "fog" a specific area(s) if an outbreak is identified.

Housing and Residence Life

The residence halls are open and we welcome our first-year, transfer, and returning students who plan to live with us. Housing and Residence Life is committed to providing a high-quality, safe, and supportive home for our students. With the current COVID-19 pandemic, these values are even more important than before.

Housing Considerations:

- Students living on campus will be in single or double rooms at the start of the 2021-2022 academic year.
- Campus Dining will operate in accordance with relevant health authority guidance.
- Cleaning of high-touch points will be provided within residence halls and dining centers.
- A quarantine and isolation program will be in place for students who live on campus (see Protocols for Students).

Campus Dining

In consultation with the local health department, Campus Dining will work across all locations to:

1. In food preparation and serving areas:
 - Wear gloves at all times when handling food
 - Reinforce meticulous handwashing protocols
 - Have employees wear gloves when performing cleaning, sanitizing, and disinfecting activities
2. Increased cleaning protocols in dining centers:
 - In dining centers and other retail food locations, institutions shall:
 - Provide all condiments in single service packets or from a single-service container
 - Disinfect customer contact surfaces in serving areas frequently
 - Encourage customers to physically distance themselves while ordering and waiting in line through signage and verbal direction
3. All diners and employees must wear a face covering in all areas of the building and in dining areas unless briefly eating/drinking.
4. Disinfect customer contact surfaces at tables, including seats, and all other touchpoints frequently.
5. Provide information of any additional resources/supplies needed
 - Signage appropriate for communicating services and process
 - Hand sanitizer at entry points

Integrated Student Health Center

Description of activities/restrictions:

1. Medical Services: ISHC medical staff will continue to offer appointments through both telephone and video conferencing (using HIPAA-compliant Zoom) for those students who choose to do so. All patients who come in the clinic will wear face coverings, and medical staff will wear PPE as appropriate.
2. Counseling Services: Counseling will continue to be offered through telephone, HIPAA-compliant Zoom (video conferencing), and in-person, maintaining physical distancing and continuing to wear face coverings.
3. Health Promotion: Health Promotion will incorporate both virtual and in-person outreach for events and programming.
4. ISHC as Point of Contact: The ISHC Director serves as the point of contact for the Oregon Tech community with regards to reporting potential cases of COVID-19. Students and employees are encouraged to notify the ISHC Director if they believe that they have been exposed to COVID-19, are having symptoms, or have been tested for the virus. The ISHC Director maintains contact with these individuals, acting as a case manager to ensure they have the supplies they need and are connected to the appropriate resources, as well as facilitating contact tracing for the entire campus community. The Director also maintains communication with both on and off-campus partners (KCPH, Human Resources, Facilities, and so on) to ensure the appropriate response and or/proactive steps are taken to further protect the university community. By having one point of contact, which is placed within a medical setting, everyone's privacy is better protected than having multiple sources on campus notified of an individual's health status.

COVID Testing

Klamath Falls:

COVID testing will be done through the Drive-Through Testing Site

Address: (2200 N. Eldorado Avenue in the KBBH parking lot);

Hours are Monday thru Friday, 8:00am -noon and 1:00 –4:00pm

Take your insurance card

Tell them you are an OT student so results will go to Student Health

Other testing options may become available so watch for more information.

Other Campus Locations: Find a testing site near you and report test results to Student Health. Students that must isolate or quarantine will need to contact faculty for getting class material for days absent.

Student Services

Oregon Tech plans for all student support offices to be open and available for in-person interactions with students. Office signs will provide daily hours and any specific COVID requirements to follow.

Workplace Guidance

As many employees begin to transition to largely in-person work and operations, the following guidance is to help units thoughtfully approach how meetings are conducted.

It is no longer necessary to limit meetings to only remote means. Further, in-person meetings that are conducted with public health measures in place are encouraged.

If an employee develops COVID-19 symptoms and has been in close contact with a person known to have COVID-19, they should contact their health care provider to determine if and where they should to be tested for COVID-19 and notify the Office of Human Resources.

Employees who have tested positive or think they have been exposed to COVID-19 are encouraged to review the COVID Protocols for Employees.

On-Site Events and Activities

All on-site events and activities will be conducted in alignment with:

- Applicable guidance as directed by the [Oregon Health Authority](#).
- Relevant university policies, including current COVID prevention measures and the Vaccine Requirement, if applicable.
- Any other applicable federal, state, or local requirements.

Student activities and gatherings will be permitted in accordance with university, federal, state and county guidelines and requirements. Tracking participation at events will take place to the greatest extent possible.

Events with visitors (not current students, faculty, and staff) should be limited in size based on current guidance and be held outdoors if possible. Face coverings are required for all participants at any campus event unless the Face Covering Requirement is eliminated. Events with food will need to follow current Sodexo and health department requirements.

Travel

Employees may travel on university business with **supervisor approval**:

Fully vaccinated individuals can travel but should be cognizant of the areas with high rates of breakthrough cases. Watch for symptoms upon return and perhaps work remotely if you want to be extremely cautious.

Unvaccinated or not fully vaccinated individuals should avoid travel unless deemed essential. Self-quarantine for 7 days upon return and monitor for any symptoms.

Student travel for university business must be approved by the appropriate academic dean or the dean of students, as appropriate. Class field trips must also be approved in advance. Approval will take into consideration the purpose of the student travel/field trip, destination, number of students, and other logistical issues.

Appendices

Protocols for COVID Cases – Employees

Protocols for COVID Cases – Students

ABA Clinic

Dental Hygiene

OMIC



Protocols for Exposed, Symptomatic or Confirmed Coronavirus Cases (Employees)

COVID-19 Pandemic 2021-2022

Purpose: Although every effort is being made to protect the university community from exposure to the Coronavirus (COVID-19), given the increased rate of transmission due to variants we must be prepared to respond to situations where Oregon Tech employees may be exposed to and test positive for the virus. To that end, the protocols outlined below have been developed for response to an employee who has had an exposure, is suspected to have or has been diagnosed with COVID-19.

Scope: This protocol applies to all employees at all Oregon Tech locations who may have COVID-19 symptoms, have been exposed to COVID-19, or have been diagnosed with COVID-19.

Synopsis: Employees at any Oregon Tech location who have had an exposure, symptoms or test positive for COVID-19 should immediately contact **the Integrated Student Health Center (ISHC) at 541-885-1800** who will notify the Office of Human Resources (OHR) and together they will collaborate to: (a) assure the impacted employee knows what to do and how to record time, if work is missed; (b) assure an appropriate response is taken by Oregon Tech to prevent additional exposure; (c) assure Oregon Tech abides by national, state, and local guidance, and collaborates with county health departments, as needed; and (d) communicate with impacted employees, departments, and units “need to know” information to best protect Oregon Tech employees.

Note: Under normal conditions, ISHC is not involved in employee health issues. However, for the duration of the COVID-19 pandemic, ISHC will spearhead COVID-19 response for the university with regards to exposure, symptoms and positive cases, and is Oregon Tech’s point of contact for all relevant county health departments.

I. Protocols Regarding Employee Exposure and Symptoms

Employees are required to conduct a Daily Health Screening (see attached) every day before coming to campus. Employees who have experienced an exposure or COVID-19 symptoms are not to come to campus and should immediately notify ISHC. If symptoms appear *after* the employee has already started working on campus, the employee should leave campus and contact ISHC via phone or by e-mail from home. If the employee (including student employees) chooses to report information about exposure or symptoms to their supervisor, the supervisor will direct the employee to go home, if they are at work, or stay home, if they are calling in the information. Supervisors are then to immediately notify the ISHC Director and provide contact information for the employee.

In either case, upon learning of the employee issue, the ISHC Director will initiate the following:

- 1) Exposed Employees (Quarantine): Employees who have been in close contact (within 6 feet for 15 minutes or longer across a 24 hour period) to someone who has tested positive for COVID-19 will be provided instructions from ISHC which align with current Oregon Health Authority (OHA) and/or Centers for Disease Control (CDC) guidance.
 - a. *Fully vaccinated employees* – Employees who have had two doses of either the Pfizer or Moderna vaccines, or one dose of the Johnson and Johnson vaccine are considered to be fully vaccinated. In accordance with the current Investigative Guidelines issued by OHA, ISHC will instruct these employees to have a PCR COVID test 5 days from the date of last exposure. Out of an abundance of caution, these employees will be instructed to quarantine until their test result returns.
 - i. **Negative Result** - Once the employee notifies ISHC of the negative result, the employee will be instructed to provide documentation of the test to OHR, and to continue to monitor themselves for symptoms for one additional week. They will be cleared to return to campus, and will receive an e-mail confirming this.
 - ii. **Positive Result** – See Contact Tracing section below.
 - b. *Unvaccinated employees* – Employees who are not fully vaccinated or have not been vaccinated at all have three options (per current OHA/CDC guidance), which will be presented to them by ISHC:
 - i. Quarantine for 14 days (safest option) – It can take up to 14 days for the virus to develop in their system, and so this is the “gold standard” in terms of minimizing risk to others.
 - ii. Quarantine for only 10 days, if no symptoms appear (there would be between a 1% and 10% chance of developing symptoms after this point).
 - iii. Quarantine, then (if no symptoms have appeared) have a PCR COVID test 5 days after exposure - if the test results return as negative, then they could discontinue quarantine and move back into their regular routine by day seven (there would be between a 5% and 12% risk of developing symptoms after this point).
 1. **Negative Result** - Once the employee notifies ISHC of the negative result, the employee will be instructed to provide documentation of the test to OHR, and to continue to monitor themselves for symptoms for one additional week; they will be cleared to return to campus via a confirmation e-mail (on which OHR is CC’ed).
 2. **Positive Result** – See Contact Tracing section below.
 - c. Employees in quarantine will be instructed to notify ISHC in the event that they begin to develop symptoms (at which point, ISHC would have them consult with their primary care provider).
 - d. The ISHC Director will send a follow-up e-mail to each employee who is being placed in quarantine due to exposure which provides a summary of their conversation and instructions in writing. OHR will be included on this e-mail, and the employee will be encouraged to contact OHR staff regarding leave/absences if they have questions. The employee can forward this e-mail to their supervisor if they choose, or OHR can notify their supervisor on their behalf.
 - e. ISHC will contact the employee towards the end of their quarantine to confirm than no symptoms have developed. If not, they will be cleared to return to campus and their regular

routine the following day. They will be sent an e-mail which documents their ability to return to campus, upon which OHR is CC'ed.

- 2) Symptomatic Employees – Employees who are experiencing symptoms will be encouraged by the ISHC Director to contact their primary care provider for guidance.
 - a. The ISHC Director will let them know that they will need to quarantine and will not be allowed to return to campus until either:
 - i. They have a negative COVID-19 test (documentation of results will be provided to OHR) – OR -
 - ii. They provide OHR with a Return to Work letter from their primary care physician
 - b. The ISHC Director will send a follow-up e-mail to each employee who is being placed in quarantine due to symptoms which provides a summary of their conversation and instructions in writing. OHR will be included on this e-mail, and the employee will be encouraged to contact OHR staff regarding leave/absences if they have questions. The employee can forward this e-mail to their supervisor if they choose, or OHR can notify their supervisor on their behalf.
 - c. Once the employee obtains a negative test result or Return to Work letter, they should contact the ISHC Director to provide an update, and then they will be instructed to provide documentation of either to OHR. The ISHC Director will send a final e-mail to the employee confirming that they are clear to return to campus (OHR will be CC'ed).
 - d. In the event that the employee tests positive, see Contact Tracing section (below).

II. Protocols for Reporting Confirmed Cases

While employees are encouraged to report a COVID-19 diagnosis, Oregon Tech cannot require them to do so. However, Oregon Tech can prohibit employees from coming to work when they have COVID-19 symptoms.

If a supervisor is directly or indirectly notified of a confirmed COVID-19 case, the supervisor should immediately contact OHR and the ISHC Director. If ISHC is not included in communications to OHR, OHR will contact ISHC, and vice versa.

OHR will initiate an outreach to the employee to check on their well-being and to assure that leave and time matters are addressed. ISHC will assume tracking and contact tracing duties, outlined below.

If there is a confirmed case and the ISHC Director or applicable county health department concludes there may be secondary exposure to Oregon Tech community members, the Director or the health department will follow their protocol regarding contact of potentially exposed individuals. Oregon Tech employees are expected to fully cooperate with both the ISHC Director and county health officials.

III. Protocol for COVID-positive Employees (Contact Tracing and Tracking)

The privacy of the employee who has tested positive will be respected to the greatest degree possible, and as few details as possible will be disclosed. However, to perform internal contact tracing, some details may be necessary to determine who had contact with a confirmed case during the exposure

look-back window. Oregon Tech will only share information that is necessary to safeguard others and will only share with “need-to-know” individuals.

- 1) Contact Tracing: The ISHC Director will contact each employee directly who has tested positive for COVID-19 to facilitate the contact tracing process, consulting with the relevant county health department (e.g., KCPH for Klamath Falls), as needed. Note: If the ISHC Director is unable to conduct contact tracing due to case load, additional Oregon Tech employees in both OHR and ISHC have been trained to perform this task. Contact tracing will be conducted as follows:
 - a. The employee will be provided a timeline for isolation (10 days from their 1st symptom or the test date, if asymptomatic) if they have not yet been told this information by a medical provider of local public health department.
 - b. Looking back 48 hours prior to the 1st symptom (or test date if asymptomatic), the Director will review their movements and identify any potential exposures (asking about their interactions both on and off campus, and the extent to which they were physically distanced from others in each scenario). See OSHA Notification below for details about protocol when an employee has been on-campus during their contagious period.
 - c. The employee will be encouraged to contact their primary care physician or seek medical care (as appropriate) and will request that they keep ISHC updated as to their health status.
 - d. The ISHC Director will send a follow-up e-mail to each employee who is being placed in isolation which provides a summary of their conversation and instructions in writing. OHR will be included on this e-mail, and the employee will be encouraged to contact OHR staff regarding leave/absences if they have questions. The employee can forward this e-mail to their supervisor if they choose, or OHR can notify their supervisor on their behalf.
 - e. The employee will be contacted by the ISHC Director close to the end of their isolation to confirm symptom improvement (i.e. no fever for 24 hours without medication and improvement in other symptoms) and be cleared to return to campus; they will be sent an e-mail with this release from isolation with OHR CC’ed.
- 2) Oregon OSHA Notification Requirements: Consistent with current Oregon OSHA requirements, after a confirmed employee COVID-19 test result, OHR will notify potentially impacted employees within 24 hours of Oregon Tech being made aware of the positive COVID-19 test result as follows:
 - a. “Potentially exposed” employees include those who were in the workplace and were less than 6 ft. away from the person who tested positive for a cumulative time of 15 minutes or longer over a 24-hour period. Such potentially exposed employees will be provided guidance regarding quarantine and testing by the ISHC Director in accordance with current Oregon Health Authority guidelines. Although it may be difficult given the close contact parameter, every attempt will be made to keep the identity of the COVID-positive employee undisclosed. OHR will work with the employees and their supervisors to allow for remote work, when possible.
 - b. “Potentially affected” employees are those who may have come into casual contact with the COVID-positive employee, but were not in close contact (as defined above). These employees, who are at much lower risk for having been exposed, will also be provided

notification in order to comply with the OSHA requirements. The identity of the COVID-positive person will not be revealed in these notifications, to protect privacy.

3) Notification:

- a. Daily communications noting the number of employees who are in quarantine due to exposure or symptoms, number of positive employee cases, and numbers of employees who have been released from isolation/quarantine will be provided by the ISHC Director to Vice President for Student Affairs (VPSA), Dr. Foley. Dr. Foley will then provide a summary of information to the university leadership and campus community on a regular basis.
 - b. ISHC will notify the OHR about positive cases involving employees if they have not yet been notified, and vice versa.
 - c. ISHC will notify Thom Darrah (Director of Facilities) to request a deep cleaning of any potentially contaminated areas if the employee had been on campus during their contagious period.
 - d. If there are unusual circumstances or spikes in positive cases, the VPSA will inform the Senior Leadership Team, who will determine whether a short closure (or cancelling of potentially impacted in-person classrooms for a couple of days) for the purposes of deep cleaning is warranted. The relevant county health department would determine whether the impacted campus should close longer term, depending on the situation.
 - e. The relevant county health department will take the lead with regards to notifying the larger community regarding outbreaks on-campus, if needed.
 - f. Media questions should be directed to Oregon Tech's Marketing, Communications, and Public Affairs media representative, Ashley Van Essen.
- 4) Tracking: ISHC will maintain tracking for employee COVID-19 issues. Any medical documentation will be received and stored by OHR in the employee's medical file.
- a. ISHC maintains a confidential, password-protected Excel sheet of all employees who disclose a suspected exposure, symptoms, or confirmed diagnosis of COVID-19.
 - b. Employee information will be documented by the use of the ISHC COVID-19 Employee Triage Form, which has sections to address triage (symptoms review, vaccination status, living situation, last time on campus, travel/potential exposure risk) and administrative logistics (testing and quarantine/isolation details, HR notification).

IV. Addressing Leave, Time, and Pay Matters

OHR will work with impacted employees and their supervisors to assure appropriate leave is used, which will vary depending on the employee's classification type.

OHR will monitor state and local laws that may create or renew temporary COVID-related leave banks.

If FMLA/OFLA or other protected leave applies, OHR will provide information to the employee, should they elect to take advantage of such protected leave.

If the employee is eligible for Short-Term Disability or Long-Term Disability, OHR will assist the employee in determining whether these benefits may apply to their situation.

OHR will assure Payroll is aware of any anomalies in reported time.

V. Remote Work and Return to Work Protocols

ISHC will work with each employee regarding their return to work conditions. This will vary depending on the nature of their quarantine/isolation and current OHA/CDC guidelines. Employees who have been instructed to quarantine/isolate are not allowed to return to campus without having been cleared by either ISHC or OHR, which will be confirmed via e-mail.

Employees who have been quarantined/isolated who are able to work from home should do so during the quarantine/isolation period. OHR will work with individuals to minimize leave time, when possible.

Daily Health Screening for Employees (2021)

- ✓ **Have you developed any of the following symptoms?**
 - Fever above 100 degrees
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Cough, congestion, runny nose
 - Persistent headache; muscle or body aches
 - Nausea, vomiting, diarrhea
 - Excessive fatigue

- ✓ **Have you been within 6 feet for 15 minutes or more (cumulative across a 24 hour period) of someone who has tested positive for COVID-19?**

If you have any symptoms or a known exposure, **DO NOT COME TO CAMPUS.** Contact ISHC to discuss your situation (541-885-1800). We will develop a plan.



Oregon Institute of Technology

Protocols for Exposed, Symptomatic, or Confirmed Coronavirus Cases (Students)

COVID-19 Pandemic 2021-2022

Although every effort is being made to protect the university community from exposure to the Coronavirus (COVID-19), given the increased rate of transmission due to variants, we must anticipate the possibility that an Oregon Tech faculty, staff, or student could test positive for the virus, potentially impacting others. To that end, the protocols outlined below have been developed for response to exposed, symptomatic or confirmed COVID-19 student cases.

Students on Klamath Falls Campus who have symptoms comparable to those seen with the COVID-19 virus, believe they have had an exposure, or who have tested positive should contact the **Integrated Student Health Center (ISHC)** by calling 541-885-1800.

Students on Portland-Metro Campus should first contact their healthcare provider for further medical advice, and then notify ISHC at 541-885-1800.

Klamath Falls Campus Students

ISHC spearheads the processing and tracking of all COVID-19 issues as related to students. In order to reduce the risk of transmission, the following protocols have been developed:

- 3) Testing: KCPH has indicated that as there is sufficient COVID-19 testing in Klamath Falls, and as such, ISHC will not be conducting tests in the clinic. Instead, students will be referred to the Sky Lakes Medial Center drive-through testing site, located in close proximity to campus. Standing orders under Dr. Kathie Lang (ISHC Medical Director) allow the test results to be sent directly to ISHC, as long as students identify themselves as such at the drive through site. Options for facilitating on-campus testing are also being explored.
- 4) Exposed Students (Quarantine): Students who have been in close contact (within 6 feet for 15 minutes or longer across a 24 hour period) to someone who has tested positive for COVID-19 will be provided instructions from ISHC which align with current Oregon Health Authority (OHA) and/or Centers for Disease Control (CDC) guidance.
 - a. *Fully vaccinated students* – Students who have had two doses of either the Pfizer or Moderna vaccines, or one dose of the Johnson and Johnson vaccine are considered to be fully vaccinated. In accordance with the current Investigative Guidelines issued by OHA, ISHC will instruct these students have a PCR COVID test 5 days from the date of last exposure. Out of an abundance of caution, these students will be instructed to quarantine until their test result returns. If they live on-campus, they will be allowed to “shelter in place” by remaining in their room but not going to class or to the cafeteria (Housing and Residence Life staff will bring their meals to them).

- i. Negative Result - Once ISHC has confirmed the negative result, they will have the student continue to monitor themselves for symptoms for one additional week, but no further action will be required on the student's part.
 - ii. Positive Result – See Contact Tracing section below.
- b. *Unvaccinated students* – Students who are not fully vaccinated or have not been vaccinated at all have three options (per current OHA/CDC guidance), which will be presented to them by ISHC:
- i. Quarantine for 14 days (safest option) – It can take up to 14 days for the virus to develop in their system, and so this is the “gold standard” in terms of minimizing risk to others.
 - ii. Quarantine for only 10 days, if no symptoms appear (there would be between a 1% and 10% chance of developing symptoms after this point).
 - iii. Quarantine, then (if no symptoms have appeared) have a PCR COVID test 5 days after exposure - if the test results return as negative, then they could discontinue quarantine and and move back into their regular routine by day seven (there would be between a 5% and 12% risk of developing symptoms after this point).
 - 1. Negative Result - Once ISHC has confirmed the negative result, they will have the student continue to monitor themselves for symptoms for one additional week, but no further action will be required.
 - 2. Positive Result – See Contact Tracing section below.
- iv. After being notified that they will need to quarantine, students will be asked whether they would like a Faculty Notification sent. If they do, the ISHC Director will request that the Vice President/Dean of Students (Dr. Erin Foley) notify their faculty, giving a general expected time frame for return. In order to respect students' privacy, Dr. Foley will not provide details about the absence or information about COVID status; she will simply make the faculty aware that the student will be unable to return to campus for the specified amount of time.
- v. If the student lives on-campus, an Isolation Form will be completed and sent immediately to Housing staff (see section on Housing and Residence Life, below). Students will be encouraged to return home to complete their quarantine, if possible. Other options for quarantine may be explored (including moving any non-exposed roommates to other spaces temporarily).
- vi. Should a student who lives off-campus indicate that they do not have sufficient and appropriate housing (i.e. are homeless or unable to quarantine within their residence), or do not have sufficient groceries or necessities, the ISHC Director will notify VP Dr. Foley in order to explore options for resource supplementation.
- vii. Students in quarantine will be instructed to notify ISHC in the event that they begin to develop symptoms (at which point, ISHC would have them take a PCR COVID test).
- viii. The ISHC Director will send a follow-up e-mail to each student who is being placed in quarantine which provides a summary of their conversation and instructions in writing.
- ix. ISHC will contact the student the day prior to the end of their quarantine to confirm that no symptoms have developed. If not, they will be cleared to return to campus and their regular routine the following day. They will be sent an e-mail which documents their ability to return to campus.

- 5) Symptomatic Students - Because ISHC functions as the primary care for students on the KF campus, ISHC medical staff will evaluate any symptomatic student either over the phone or via telehealth in order to determine next steps. Medical staff may recommend COVID-19 testing, or may have the student come into the clinic for an in-person evaluation. The Director will advise the student about quarantine, if necessary.
- 6) COVID-positive Students (Notification/Contact Tracing): There are several means through which the university could be notified that a student has tested positive for COVID-19 (the student could self-disclose that information directly to ISHC, the student could notify an Oregon Tech employee, members of the Oregon Tech community could be contacted by KCPH during the course of contact tracing, KCPH could contact ISHC directly, student COVID test results could be sent to ISHC, and so on). Upon being notified that a student has tested positive for COVID-19, the following protocols will be implemented:
 - a. To the extent possible, the privacy of the person who has tested positive will be respected, and as few details as possible about their identity will be disclosed.
 - b. The ISHC Director will spearhead isolation and contact tracing for students and will consult with KCPH in this regard as needed.
 - c. The ISHC Director will contact each student who has tested positive for COVID directly to facilitate the contact tracing process:
 - i. The student will be provided a timeline for isolation (10 days from their 1st symptom or the test date, if asymptomatic).
 - ii. Looking back 48 hours prior to the 1st symptom (or test date if asymptomatic), the Director will review their movements and identify any potential exposures (making sure to ask about whether they work, if they are in a relationship, which classes/labs they attended in person, and the extent to which they were physically distanced from others in each scenario)
 - iii. If they live on-campus, an Isolation Form will be completed and sent immediately to Housing staff (see section on Housing and Residence Life, below). Students will be encouraged to return home to complete their isolation, if possible. If this is not a possibility, they will be told to pack enough clothes and toiletries for the isolation period and that they will receive a call from Housing shortly.
 - iv. Should a student who lives off-campus indicate that they do not have sufficient and appropriate housing to complete their isolation (i.e. are homeless or unable to isolate within their residence), or do not have sufficient groceries or necessities, the ISHC Director will notify VP Dr. Foley in order to explore options for resource supplementation.
 - v. The student will be provided the opportunity to speak with the ISHC medical staff if they have any medical questions or concerns.
 - d. The ISHC Director will send a follow-up e-mail to each student who is being placed in isolation which provides a summary of their conversation and instructions in writing.
 - e. ISHC Director will request Faculty Notification from Dr. Foley if requested by the student.
 - f. The student will be contacted close to the end of their isolation to confirm symptom improvement (i.e. no fever for 24 hours without medication and improvement in other

symptoms) and be cleared to return to campus; they will receive an e-mail with this release from isolation.

- g. ISHC will notify Thom Darrah (Director of Facilities) to request a deep cleaning of any potentially contaminated areas, as appropriate.
 - h. The University's Senior Leadership will determine whether a short closure (or cancelling of potentially impacted in-person classrooms for a couple of days) for the purposes of deep cleaning is warranted. KCPH would determine whether the campus should close longer term, depending on the situation.
 - i. KCPH will take the lead with regards to notifying the larger Klamath Falls community regarding outbreaks on-campus, if needed.
 - j. Media questions should be directed to Oregon Tech's Marketing, Communications, and Public Affairs media representative Ashley Van Essen.
- 7) Tracking:
- a. ISHC will maintain a confidential, password-protected Excel sheet of all students who are exposed, symptomatic, or confirmed positive, divided according to campus.
 - b. Student information will be documented by the use of the ISHC COVID-19 Triage Form, which has sections to address triage (symptoms review, vaccination status, living situation, travel/ potential exposure risk), medical concerns (determining whether the student should be tested or come in for an appointment, discussing options for symptom management and the process for picking up a referral to the drive-through testing site), and administrative logistics (including Faculty Notification, testing, and quarantine/isolation details).
 - c. Daily communications noting the number of students who are in quarantine due to exposure or symptoms, number of completed COVID tests, number of students isolated/quarantined on-campus, number of positive cases, and numbers of students who have been released from isolation/quarantine will be provided by the ISHC Director to VP Dr. Foley. Dr. Foley will then provide a summary of information to the university leadership and campus community on a regular basis.

Housing and Residential Life (HRL): If a residential student has had an exposure, is symptomatic, or tests positive for COVID-19 they will first be encouraged to return home to quarantine/isolate. In the event that is not possible, HRL has reserved spaces in both the Village apartments and the Residence Hall for quarantine/isolation. The Village rooms will be used first to offer the best accommodations for quarantine as these spaces have private bathroom facilities. Housing staff will check in with any student who is being quarantined/isolated daily, and both ISHC medical and counseling staff can provide support via telehealth. The student will isolate or quarantine according to the current OHA/CDC guidance and per ISHC instructions provided during contact tracing.

- 1) Notification Process: ISHC and HRL work closely together to place students into isolation/quarantine and then return them to their assigned rooms when cleared.
 - a. When ISHC has identified a residential student who needs to be isolated/quarantined, they will submit an Isolation Form for that student to HRL staff. This form provides the reason for isolation (waiting on test results, has tested positive, or has had an exposure), the length of isolation, as well as any other pertinent information (i.e. the student is actively ill, has roommates who need to be informed, and so on).

- b. HRL staff will determine in which isolation space the student will be placed, and will complete their section of the Isolation Form (noting into which space they will be moved, whether they made arrangements to deliver meals, had conversations about laundry, if the relevant RA's have been notified, and whether deep cleaning arrangements have been made, if needed); they then return the form to ISHC.
 - c. When ISHC has determined that the student is safe to return to their assigned room, they complete the final section of the Isolation Form, which notes the date the student can return to their assigned room and when they were notified by ISHC that they have been cleared. (There is also a space by which ISHC can extend the isolation if needed.). Receipt of this form by HRL prompts them to contact the student in order to facilitate their moving back to their assigned space on campus. HRL staff will release the student from isolation to best assist with relocation to the student's regular space.
- 2) Isolation/Quarantine Protocol: As mentioned above, the first option to isolate/quarantine a student is have them return home. If this is not a possibility, then moving the student to a space held for these purposes would be the next option.
- a. When HRL staff receives an Isolation Form for a student, they will then contact the student and ask them to pack up their things and move to the isolation/quarantine space. Anything used to assist this student in their move (i.e. a cart, the elevator, any touch points between the student room and their temporary assignment) will be disinfected upon the student's relocation completed. This work includes a deep cleaning disinfection and sanitization of the bathroom, shower room, hallways, lobby affiliated with the student room, and any other common space. This work will be done by two full time staff members conducting this work wearing personal protective equipment including face shield, goggles, long (up to the elbow gloves), as well as shoe booties. Full covering disposable suits may be worn as well, with all PPE promptly removed and sanitized or disposed of in a sealed trash bag when this work is done. Each bathroom stall, toilet, sink, and all walls and the floor as well as the mirror and trashcan in this community's restroom will be disinfected, along with all surfaces in the shower room.
 - b. Students isolated/quarantined in the Village apartments are welcome to use the kitchen facilities but are not allowed to leave the apartment. HRL staff will work with Sodexo and drop off up to three meals per day or groceries if the student wants to purchase groceries through Sodexo's Farmers Market.

Portland Metro Campus Students

Although ISHC does not have medical staff on-site at the Portland-Metro campus, ISHC will spearhead all COVID-related issues for Portland-Metro students as follows:

- 1) Symptomatic Students: The Portland Metro campus does not have medical staff on site to triage or physically assess students. As a result, Portland Metro students are encouraged to contact their healthcare provider for guidance in the event that they have symptoms or questions about their medical care. ISHC medical staff are available for questions and consultation via the phone or telehealth, and the Director will instruct symptomatic students to refrain from coming to campus until they have received negative results or met with their physician.
- 2) Exposed Students (Quarantine): Students who have been in close contact (within 6 feet for 15 minutes or longer across a 24 hour period) to someone who has tested positive for COVID-19 will be provided instructions from ISHC which align with current OHA/CDC guidance.
 - a. *Fully vaccinated students* – Students who have had two doses of either the Pfizer or Moderna vaccines, or one dose of the Johnson and Johnson vaccine are considered to be fully vaccinated. In accordance with the current Investigative Guidelines issued by OHA, ISHC will instruct these students have a PCR COVID test 5 days from the date of last exposure. Out of an abundance of caution, these students will be instructed to quarantine until their test result returns.
 - i. Negative Result - Once ISHC has confirmed the negative result, they will have the student continue to monitor themselves for symptoms for one additional week, but no further action will be required on the student’s part.
 - ii. Positive Result – See Contact Tracing section below.
 - b. *Unvaccinated students* – Students who are not fully vaccinated or have not been vaccinated at all have three options (per current OHA/CDC guidance), which will be presented to them by ISHC:
 - iii. Quarantine for 14 days (safest option) – It can take up to 14 days for the virus to develop in their system, and so this is the “gold standard” in terms of minimizing risk to others.
 - iv. Quarantine for only 10 days, if no symptoms appear (there would be between a 1% and 10% chance of developing symptoms after this point).
 - v. Quarantine, then (if no symptoms have appeared) have a PCR COVID test 5 days after exposure - if the test results return as negative, then they could discontinue quarantine and move back into their regular routine by day seven (there would be between a 5% and 12% risk of developing symptoms after this point).
 1. Negative Result - Once ISHC has confirmed the negative result, they will have the student continue to monitor themselves for symptoms for one additional week, but no further action will be required.
 2. Positive Result – See Contact Tracing section below.
 - vi. After being notified that they will need to quarantine, students will be asked whether they would like a Faculty Notification sent. If they do, the ISHC Director will request that the Vice President/Dean of Students (Dr. Erin Foley) notify their faculty, giving a general expected time frame for return. In order to respect students’ privacy, Dr. Foley will not provide details about the absence or information about COVID status; she will

simply make the faculty aware that the student will be unable to return to campus for the specified amount of time.

- vii. Should a Portland-Metro student indicate that they do not have sufficient and appropriate housing (i.e. are homeless or unable to quarantine within their residence), or do not have sufficient groceries or necessities, the ISHC Director will notify VP Dr. Foley in order to explore options for resource supplementation.
 - viii. Students in quarantine will be instructed to notify ISHC in the event that they begin to develop symptoms (at which point, ISHC would have them take a PCR COVID test).
 - ix. The ISHC Director will send a follow-up e-mail to each student who is being placed in quarantine which provides a summary of their conversation and instructions in writing.
 - x. ISHC will contact the student the day prior to the end of their quarantine to confirm that no symptoms have developed. If not, they will be cleared to return to campus and their regular routine the following day. They will be sent an e-mail which documents their ability to return to campus.
- 3) COVID-positive Students (Notification/Contact Tracing): There are several means through which the university could be notified that a student has tested positive for COVID-19 (the student could self-disclose that information directly to ISHC, members of the Oregon Tech community could be contacted by Clackamas County Public Health Division (CCPH) during the course of contact tracing, or CCPH could contact the university directly, having been given permission by the student). Upon being notified that a student has tested positive for COVID-19 or has had an exposure, the following protocols will be implemented:
- a. To the extent possible, the privacy of the person who has tested positive will be respected, and as few details as possible about their identity will be disclosed.
 - b. The ISHC Director will spearhead isolation and contact tracing for students and will consult with CCPH in this regard, as needed, coordinating any instructions from CCPH to the university.
 - c. The ISHC Director will contact each student who has tested positive for COVID directly to facilitate the contact tracing process:
 - i. The student will be provided a timeline for isolation (10 days from their 1st symptom or the test date, if asymptomatic).
 - ii. Looking back 48 hours prior to the 1st symptom (or test date if asymptomatic), the Director will review their movements and identify any potential exposures (making sure to ask about whether they work, if they are in a relationship, which classes/labs they attended in person, and the extent to which they were physically distanced from others in each scenario)
 - iii. Should a Portland-Metro student indicate that they do not have sufficient and appropriate housing to complete their isolation (i.e. are homeless or unable to isolate within their residence), or do not have sufficient groceries or necessities, the ISHC Director will notify VP Dr. Foley in order to explore options for resource supplementation
 - iv. The student will be provided the opportunity to speak with the ISHC medical staff if they have any medical questions or concerns.

- d. The ISHC Director will send a follow-up e-mail to each student who is being placed in isolation which provides a summary of their conversation and instructions in writing.
 - e. ISHC Director will request Faculty Notification from Dr. Foley if requested by the student.
 - f. The student will be contacted close to the end of their isolation to confirm symptom improvement (i.e. no fever for 24 hours without medication and improvement in other symptoms) and be cleared to return to campus; they will receive an e-mail with this release from isolation.
 - g. ISHC will notify Trish Hower (Campus Operations Manage) to request a deep cleaning of any potentially contaminated areas, as appropriate.
 - h. The University's Senior Leadership will determine whether a short closure (or cancelling of potentially impacted in-person classrooms for a couple of days) for the purposes of deep cleaning is warranted. CCPH would determine whether the campus should close longer term, depending on the situation.
 - i. Daily communications noting the number of students and employees who are in isolation due to exposure or symptoms, number of completed COVID tests, number of students isolated on-campus, number of positive cases, and numbers of students and employees who have been released from isolation will be provided by the ISHC Director to VP Dr. Foley. Dr. Foley will then provide a summarization of information to the university leadership and community on a regular basis.
 - j. CCPH will take the lead with regards to notifying the larger community (i.e., Portland) regarding outbreaks on campus, if needed.
 - k. Media questions will be directed to Oregon Tech's Marketing, Communications, and Public Affairs media spokespeople.
- 4) Internal Tracking:
- a. ISHC will maintain a confidential, password-protected list of all students who self-disclose symptoms of, potential exposure to, or having a positive test for COVID-19, divided according to campus.
 - b. ISHC staff will contact each of those students directly in order to determine their risk level for having acquired COVID-19, offer support and information, recommend isolation, quarantine, or testing as appropriate, encourage them to contact their primary care physician or seek medical care (as appropriate) and request that they keep ISHC updated as to their health status.
 - c. The ISHC Director will follow-up with each student throughout their isolation/quarantine period. Because of the fluid nature of the pandemic and the rapidly changing guidance from the CDC, the follow-up period could vary, depending upon the student's unique circumstance.

Facilities: Portland Metro uses a cleaning service to maintain the facility. If a deep cleaning is required, the current service provider will be called to do so. This may require the building to be closed for a period of time, up to a couple of days.

Seattle/Boeing

As all students are Boeing employees, they will follow the Boeing protocols. If a Seattle student tests positive for COVID, the university may or may not receive notification. Any requests from the Seattle campus will be supported where possible.

OMIC R&D

If OMIC R&D is notified of someone with a positive COVID test, they will work with the recommendations of public health for anyone who may have been exposed, which could include self-quarantine and testing at a healthcare provider, if symptomatic. OMIC employees will notify ISHC of any exposure or positive case, who will then engage in the contact tracing and isolation process. If needed, the facility will be cleaned under the CDC guidelines by the current contracted cleaning service.

Salem – Chemeketa

The Dental Hygiene (DH) students on the Chemeketa Community College campus will follow on-site CCC protocols. DH employees and students will notify ISHC of any exposure, symptomatic, or positive cases, who will then engage in the contact tracing and isolation process. Faculty will work with any student directly if they are out due to COVID.



Safety Precautions and OSHA Guidelines in Effect during the Pandemic

Policy Dated: June 1, 2020

V2.0 Dated: December 4, 2020

V3.0 Dated: August 19, 2021

In order for The BIG ABA clinic to remain open for face-to-face services we must follow the stated guidelines below. We realize that these measures sound extreme, but we cannot budge for your safety and ours.

Vaccinations. Due to extreme staff shortages and interruptions to client care, staff working, volunteering or externing at the clinic must be vaccinated and be prepared to show proof of vaccination to the director and/or office manager.

Prescreening. Staff must pre-screen daily- students should use the Oregon Tech app designed for this purpose. Temporary and Admin Staff will report symptoms or concerns to the director via phone before showing up to work. Staff will test their temperature upon arrival each day and will report exposure to the director immediately. Health status will be documented for all staff, clients or visitors (e.g., maintenance) who enter the building. Client tracking forms can be found below, staff and visitor forms will include the following information:

Date	Name	Health Status	Time In (NA if fail)	Time Out (NA if fail)
		Pass/Fail		

If You Are Sick. If you show up for work and I or other supervisory staff believe that you have a fever or other symptoms, or believe you have been exposed, I will require you to leave the office immediately. If anyone on staff, or a client with whom you work or interact tests positive for the coronavirus, I will notify you so that you can take appropriate precautions.

For Staff Who Test Positive for COVID:

Staff with mild to moderate illness who are not severely immunocompromised:

- Will be out of work until at least 10 days have passed *since symptoms first appeared* and
- At least 24 hours have passed *since last* fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Staff with severe to critical illness or who are severely immunocompromised may return to work:

- At least 20 days have passed *since symptoms first appeared*
- At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved
- After a negative COVID test and 24 hours without symptoms have passed

Your Confidentiality in the Case of Infection. If a staff member or client tests positive for the coronavirus, I may be required to notify local health authorities that you have been in the office. If I have to report this, I will only provide the minimum information necessary for their data collection and will not go into any details about the reason(s) for our visits (for clients).

Before a client enters the clinic, staff will take the child’s temperature and the parent’s temperature if they are accompanying the child for parent training. If upon temperature check, the child or parent has a fever of 100.4 or higher the client will have **in-person services suspended for 10 days**, where the last 24 hours must be fever free.

Additionally, staff will ask the following **questions before allowing the child/parent to enter the building**:

1. Do you (or the client) have an unusual cough (usual coughs are those that typical for the individual such as due to allergies or other medical condition)?
 - a. If yes, must be checked by a medical professional or be symptom free for 24- hours before returning
2. Have you (or the client) come into contact with anyone who has tested positive or is a presumptive positive for COVID in the last 14 days?
 - a. Out for 14 days from date of last contact with person testing positive
3. Is the adult or client experiencing diarrhea, vomiting, headache, sore throat, or rash?
 - a. If yes, must be checked by a medical professional or be symptom free for 24- hours before returning

Hand sanitizer that contains at least 60% alcohol is available in the therapy rooms and at the entrance. Staff will bring **sanitizer to the parent and child outside of the clinic** and will observe sanitation before allowing the parent/child into the building.

The **health status of each client**, who dropped the client off and the extent to which a child was in shared space with another client (the initials of the other client will be noted) will be documented daily using a form like the one below.

Client	Who Drop?	Time In	Health St	Staff 1	Staff 2	Who pick?	Time Out	Shared space?
			Pass/Fail					

We all wear masks. Mask “breaks” can be taken in the employee’s vehicle, outside (as long as you remain more than six feet from others). **When a client begins to experience of demonstrate any symptoms of COVID during a session, staff will change masks before interacting with another client.**

Staff are discouraged from eating at the same time (such that more than one person is unmasked) as each other or their clients. **All “shared” staff/client meals** should take place with the maximum possible distance between therapist and client.

While at work, **staff follow safe distancing guidelines** with each other to the extent allowable by the physical characteristics of the room. This means that whenever possible and feasible staff will remain 6 feet away from other staff members and other clients. Times when 6 feet distance is not possible (getting supplies in the middle of a session, passing in the hallway, etc.) should be minimized to the extent possible. Use phone messaging or the comments option in Central Reach to ask an administrative staff to bring you items or materials whenever feasible.

Restrooms have soap and everyone is required to wash their hands before and after sessions and as indicated in the list below (hand sanitizer is acceptable if no other staff person is available to supervise your client for you to go to the bathroom or kitchen):

- Before and after eating, preparing food
- After toileting or assisting with toileting.
- Before and after diapering.
- After wiping a nose, coughing, or sneezing.
- Upon entering and leaving the clinic.
- If staff are moving between stable groups.
- After sharing toys, learning materials, etc.

We ask all patients to wait in their cars or outside until no earlier than 5 minutes before their appointment times.

Therapy rooms, including all treatment materials, are **thoroughly disinfected at the end of every session**. At least 15-minutes are dedicated to this activity between every session. Cleaning instructions (<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>) are posted next to each form, in addition to the kitchen where supplies are stored.

In the event of a confirmed positive case of COVID from our staff or client populations, we will notify the health department and share it with all impacted families **as directed by the health department** and **follow all recommended steps from the health department**, including the following **possible** outcomes:

- The clinic may close for 1-2 days for additional cleaning.
- A specific room may be taken out of rotation for up to 5 days (data suggest virus can live on surfaces for up to 5 days), which may limit appointments for some clients.
- Staff who have come into contact with the client may be quarantined- in which case all appointments with that staff will be shifted back to telehealth or canceled for the duration of the quarantine.
- The clinic may be ordered to stop face to face sessions for the duration of the quarantine (approximately 14 days)- in this case we would resume telehealth services for all clients for this time period.
- **Note:** to assist the health department with tracking and other relevant tasks, time sheets and client sign in logs may be made available to the health department upon request.

Student/Faculty Protocol for Clinic Operations during COVID-19 Pandemic

Clinical Faculty and Students

Clinical faculty and students will wear their own face covering to campus (not supplied by the clinic) and keep it on until you change into a school provided mask, appropriate for the day's procedures (surgical mask or N-95 respirator) . While in the building, you must always wear a mask, except when eating or alone in a private office, or until the requirement is rescinded by Oregon Tech.

- Arrive in **clean** scrubs or street clothes and change into clean clinical attire upon arriving at the school
- All students and faculty will do the recommended self-assessment for symptoms prior to coming to campus.
- Lounges can be used for heating food and refrigerator storage. When distancing guidelines are in place, no more than 4 people may be in the faculty/staff lounge at a time; and no more than 6 students in the student lounge at a time. All areas should be wiped down with disinfectant wipes after use.
- Once clinic is complete, all will put their scrubs into a plastic bag for transport and change into their street clothes. Clinical clothes are to be washed separately from other personal items as per usual CDC recommendations.

Should I come to campus today?

If you have any active symptoms of illness or temperatures =>100.0 then you are in the CDC risk range for COVID-19 and will not be allowed to come to campus.

Employees **must** contact the designated Oregon Tech office and their direct supervisor.

Students must contact the Integrated Student Health Center (ISHC), and notify their instructor (and patient) if they will be absent. OHR or ISHC will determine when it is safe for you to return to campus.

Patient Pre-screening

Patients need to be instructed to bring and wear a mask to the appointment and notified not to bring attendees with them unless they are the guardian of a minor, or necessary due to disability.

**Patients must be screened over the phone prior to appointment using the following screening questions:*

- *Have you tested positive, had close contact for anyone that has tested positive for COVID-19, or been advised to isolate in the last 14 days*
- *Have you had any signs of illness or been told to isolate in the last 14 days? Symptoms such as breathing difficulty, fever, cough, chills, headache, sore throat, loss of taste or smell, GI upset or diarrhea?*
 - *If Yes, reschedule any non-emergent treatment for a minimum of 14 days or after negative Covid test. If emergent treatment is necessary, patient must wait outside in their vehicle until called to come in. Then staff will follow PPE and treatment protocols by CDC for patients suspected to have COVID-19.*

Patient Arrival

RAD instructors and clinical assistants will ask the survey questions above and complete temp screening upon patient arrival. Patient will then proceed to office window to check in for the appointment.

Temperature will be recorded on tear off sheets with patient name and will be given to patient. Patient will present the sheet to their clinician to record in chart notes. Patients with temperatures =>100.0 are the CDC risk range for COVID-19 and will be rescheduled for non-emergent procedures.

Patients will be admitted at the discretion of the DHCP (full time faculty member in charge).

Should a patient need to be dismissed due to COVID concerns after entering the building or clinic, they must be escorted directly out of the building without stopping or using the facilities. Patients dismissed for illness or suspected COVID exposure will be re-scheduled for at least 14 days after the last date of exposure or after proof of a negative test for COVID. Any dismissals should be documented fully in the patient's chart by the clinician.

Patient Check In

After temperature screen, the patient will be expected to use hand sanitizer and rub into hands for 20 seconds. New patients will be directed to the posted copy of the Patient Bill of Rights, Privacy Policy, and Financial Agreement. Paper copies can be provided upon request.

Clinic Protocol

Clinicians will wear a surgical mask, eye protection (goggles or protective eyewear with solid side shields and a full-face shield), and a gown or protective clothing during procedures likely to generate splashing or spattering of blood or other body fluids.

- Only supplies needed for appointment will be kept in operatory. Extra items should be stored in cabinets, drawers, or lockers. Supplies must be in a container with lid that can be disinfected at the end of the appointment.
- Patient will arrive at operatory and will be given protective eyewear. Patient will wear throughout appointment.
- All patients will use a pre-rinse of either 1.5% H₂O₂ or Chlorhexidine before appointment commences.
- HHX will be reviewed at chair, Signature pads are available at each chair.
- Patients will be required to wear face coverings anytime they leave operatory for radiology, restroom, or dismissal
- Doors to treatment areas should remain shut when aerosols are in use
- Aerosol producing technologies (Ultrasonics and polishing) will only be used as designated by lead clinical faculty, Clinic Coordinator, or Program Director. Use of aerosol producing devices will be considered based on local COVID infection rates, current ADA and CDC guidelines, and when the patient's need for definitive disease management or standard of care would be compromised without use of such devices. If aerosols are not permitted, student competency evaluations that require aerosol production can be completed on typodonts with glasses, mask, and lab coat at the discretion of the lead instructor

Aerosol generating procedures:

During **aerosol-generating procedures** students will be required to use an N-95 respirator and other appropriate PPE (face shield /eyewear/gown). Ultrasonic use must be justified and approved for use by clinical faculty. Appropriate use may include moderate-severe periodontal disease or heavy deposits. Ultrasonics will be used in conjunction with 4-handed dentistry techniques/aids, and high-volume suction.

If a respirator is not available for an aerosol-generating procedure, **DO NOT PERFORM AEROSOL GENERATING PROCEDURES.**

All Oregon Tech employees and students are required to participate in the respiratory protection protocol before use of respirators; or may provide certificate of fit testing and appropriate masks from another provider. The university respiratory protection program includes medical evaluations, training, and annual fit testing.

Use and reuse of respirators

Current CDC guidelines indicate respirators are single use only and should be disposed of after one use.

Patient Dismissal Protocol:

- Clinician will reschedule patient at chairside and provide patient with appointment card
- After treatment, clinician will only remove gloves and disinfect or wash hands. Clinician will not remove their eyewear or mask but, will remove their lab jacket to prevent cross contamination with front desk.
- Patients need to wear their protective mask throughout the clinic when they leave the operatory
- Clinician will escort their patient to the front desk for checkout and stay with the patient to help maintain social distance of 6 feet between persons at checkout.

**Protocols subject to change as guidelines for pandemic are updated by regulatory bodies*

Resources

[CDC Risk Assessment for Decision](#)

[Making CDC-Using PPE](#)

[OSHA PPE Considerations](#)

[CDC Guidance for Work Restrictions for Healthcare](#)

[Workers Return to Work Guidance for HCP](#)

[ADHA Guidance-Monitoring Health Care](#)

[Personnel OSHA- Dentistry Workers and](#)

[Employees](#)

OMIC R&D COVID-19 Workplace Guide

GUIDING PRINCIPLES

OMIC R&D's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff and for the public we interact with.

The primary goals for OMIC R&D's response to the COVID-19 pandemic are to protect public health, staff at OMIC R&D Health, and continue OMIC R&D's vital missions of research and education.

OMIC R&D's plans will also be aligned and consistent with local orders and ordinances of the City of Scappoose and Columbia County, as well as the State of Oregon's Phased Reopening Model. OMIC R&D's plans will also follow recommendations from the Centers for Disease Control and Prevention, and the Oregon Department of Health and Human Services.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

VACCINATION REQUIREMENT

As of September 1, 2021, all OMIC R&D employees are required to have completed one of the following three options:

- 1) Complete the full series of the COVID-19 vaccine and submit the [attestation form](#) to Oregon Tech
- 2) Claim a Medical Exemption
- 3) Claim a Non-Medical Exemption

Medical Exemptions

If you are pursuing the Medical Exemption, please have the attached form (Oregon Tech COVID Vaccine Medical Exemption Fillable Form) completed by your medical provider. E-mail your completed form to the Office of Human Resources at OITHR@oit.edu.

Non-Medical Exemption

If you are interested in claiming the Non-Medical Exemption, please access and complete the [COVID-19 Educational Module](#) (estimated completion time is approximately five (5) minutes). Then fill out the attached Non-Medical Exemption form Oregon Tech COVID Vaccine Non-Medical Exemption Fillable Form Final with Link. E-mail your completed form to the Office of Human Resources at OITHR@oit.edu.

Questions and Further Information

If you have any questions about these options or how to be in compliance, please contact the OHR at 541-885-1074 or e-mail OITHR@oit.edu. If you have not already received the vaccine and choose to get it, please go to the [Get Vaccinated Oregon](#) tool to find a vaccination provider.

MASKING REQUIREMENT

General Requirement for Face Covering/Disposable Masks

Unless directed otherwise, all employees and visitors are required to wear a protective face covering or mask except when they are alone in their office or are consuming food and beverages.

Accommodation or Exception

An accommodation to the mask wearing requirement can be requested either through the employee's supervisor or through Oregon Tech Human Resources for medical reasons. The person requesting the accommodation must meet the masking requirement until such time as an accommodation has been approved. Once approved, the employee must wear their mask according to the provisions of the accommodation or exception.

Qualifying Face Coverings

- Cloth face coverings are effective for most non-medical uses, and they're reusable and washable.
- N95 disposable masks are also approved for use but should not be worn for more than 4 hours per mask. After 4 hours have elapsed, the N95 disposable mask should be replaced with a fresh mask.
- Face shields are not considered to meet this requirement except in limited situations when a face shield by itself is appropriate, like talking to someone who is deaf or hard of hearing and needs to read lips to communicate. Should such a need be anticipated, OMIC R&D employees should speak to their manager and if approved, should only be worn for the time necessary to meet the limited situation.
- Face coverings with a built-in vent do not meet the protective face covering requirements

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking Off Face Covering/Disposable Mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, Storage and Laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks should be placed in the trash after a period of four hours has elapsed, or if the mask is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

CLEANING REGIMEN

General Office Cleaning

OMIC R&D has a cleaning service that cleans the office space at OMIC R&D twice a week. They are taking special note of the need to clean regularly used areas and surfaces such as door handles, tables, etc.

Personal Workspaces

OMIC R&D staff are expected to clean their workspaces at the beginning and end of every day with provided cleaning materials that have proven effective against COVID-19. This should include keypads, computer mice, desktops, and door handles into and out of individual office spaces.

Meeting Areas (Break Room, Large and Small Conference Rooms)

OMIC R&D staff are expected to clean meeting areas where they attended meetings with provided cleaning materials that have proven effective against COVID-19. This should be done at the beginning and end of any meeting. Staff are responsible for cleaning the area they are using at the meeting. General meeting area cleaning will be conducted by the bi-weekly cleaning services.

Equipment

OMIC R&D staff are expected to clean the surface of machines prior to operation and either at the end of the day or before another person uses the machine, whichever is earlier. Special attention should be made to clean the machine controller, handles and parts of the machine that need to be adjusted by hand. Staff should use provided cleaning materials that have proven effective against COVID-19 and which not risk damage to the machine.

Social Distancing:

Staff on-site are required to follow social distancing practices.

Social distancing is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

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



Handwashing:

Staff are encouraged to wash their hands frequently. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves:

Wearing gloves is not required for OMIC R&D On-site staff. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields:

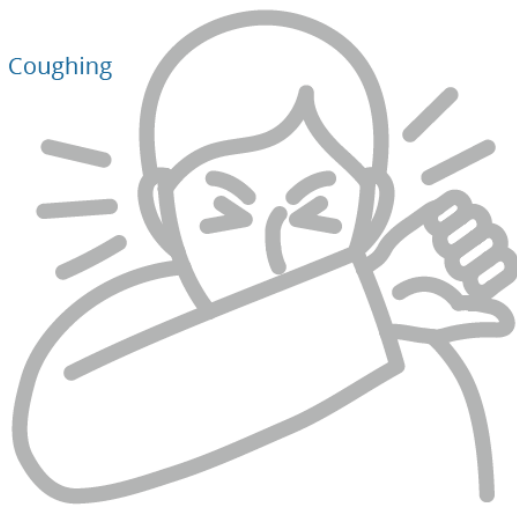
Unless working on the research floor, staff do not need to wear protective eyewear as part of general activity on-site. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments.

Personal Disinfection:

Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

While custodial crews will continue to clean office and work-spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces.





Coughing/Sneezing Hygiene:

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Working in Office Environments:

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained.

Using Restrooms:

When using restrooms ensure there is at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Meetings:

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Staff should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft

Teams, telephone, etc.).



Use hand sanitizer

Meals:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. When eating at OMIC R&D (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Chairs have been removed and rearranged in the main conference room and the break room to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas. Staff may take food back to their office area or eat outside if this is reasonable for your situation.

TRAVEL RESTRICTIONS

Work related travel by OMIC R&D Staff is restricted in accordance with the restrictions set by Oregon Tech. OMIC R&D Staff will be notified when Oregon Tech changes its travel restrictions.

WORKPLACE REQUIREMENTS

Workplace Expectations & Guidelines:

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document.

Michele Vitali is designated as the employee charged with establishing, implementing, and communicating social distancing policies, consistent with guidance from the Oregon Health Authority.

Managers with direct reports are responsible for enforcing policies and ensuring employees are made aware of any updates to policy changes.

Visitor Appointments and Screening:

All visitors must have an appointment to visit OMIC R&D. It is understood that visitations by people other than OMIC staff increases the chance of spreading the virus.

Visitor appointments may be set by employees, but employees must notify **Michele Vitali** the names and emails of the visit, the subject matter of the meeting, how long it is scheduled to take, the location of the meeting and any other relevant information that will require assistance. Such notification must occur at least 24 hours in advance of a visit. Upon notification of the visit, **Michele Vitali** will contact the visitor via email to provide them with the current OMIC R&D COVID-19 social distancing protocols and masking requirements along with a 3-question pre-visit screening via email sent by Michele. The pre-visit screening email will ask the following questions:

QUESTION 1: Have you exhibited any of the known symptoms of the Coronavirus in the last 14 days? **If the person answers yes, the person will not be allowed to visit OMIC R&D until the 14-day period has passed, at which time the visit can be rescheduled.**

QUESTION 2: Have you been in contact with anyone who has tested positive for the Coronavirus or who has exhibited any of the known symptoms of the Coronavirus in the last 14 days? **If the person answers yes, the person will not be allowed to visit OMIC R&D until the 14-day period has passed, at which time the visit can be rescheduled.**

QUESTION 3: Do you have a condition that makes you more susceptible to the Coronavirus? **If yes, the visitor will be advised not to visit OMIC R&D, but at their discretion, the visitor may still visit OMIC R&D.**

If the person answers **no** to question 1 and 2 they will be welcome to visit OMIC R&D at the time of the appointment.

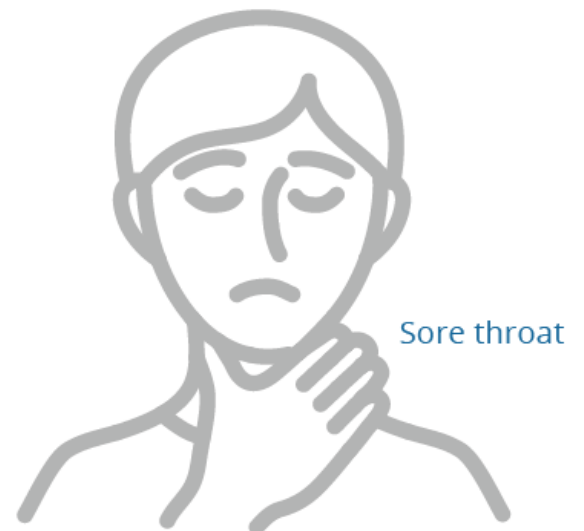
Upon arrival for a visit, Michele will greet the visitor and provide a brief screening interview where they will again be asked question 1 and 2 above. If they answer yes, they will not be allowed to remain on site. If they pass the screening interview, they will once again be informed of OMIC R&D's COVID-19 social distancing protocols and masking requirements and be informed that they will need to abide by these protocols while on-site (see COVID PROTOCOLS above).

Symptom Monitoring Requirement for Staff:

Staff is expected to self-certify every day prior to reporting to work.

The self-certification is as follows: The staff person can certify they are free of specific symptoms and has not knowingly been in contact with anyone testing positive for COVID-19 or showing specific symptoms in the past 14 days. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell



If a staff member has any of the above symptoms, they must contact their supervisor to determine what steps should be taken, which may include being instructed to remain at home.

All OMIC R&D employees should be aware that, According to the CDC, individuals with certain conditions

may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Staff members working on-site who have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should inform their manager, though they are free to contact Oregon Tech Human Resources at 541-885-1120.

POSITIVE TEST FOR COVID-19 AT OMIC R&D

In the event that a staff member reports that they have tested positive for COVID-19, the infected staff member will be instructed to stay home for the longer of the period of time recommended by his or her health care provider or the applicable health department or until 1) at least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); and 2) have passed for a period of at least 7 days since symptoms first appeared.

OMIC will not disclose the identity of the staff member or visitor diagnosed with or presumed to have COVID-19 except as is required for Oregon Tech staff to conduct contact mapping. OMIC R&D management will maintain the privacy of any health information they gather related to a staff member's medical condition or their symptoms, and any such documentation will be kept in a private health folder, separate from the staff member's personnel file, with limited access by only critical human resource staff at Oregon Tech.

The staff member's supervisor or designated Oregon Tech staff member will interview the infected staff member to determine all co-workers, clients, vendors, or guests with whom the staff member may have come into close contact during the 14-day period prior to the positive test or presumption of being positive for COVID-19 (the "Incubation Period"). "Close contact" means being within six feet of the sick staff member for a prolonged period (10-30 minutes). The staff member should also be asked to identify all areas within the workplace where he or she was physically present during the past 14 days and any staff members with whom he or she shared a workspace or equipment. (The local health department may conduct this interview and provide the employer with this information.)

OMIC R&D or designated Oregon Tech staff member will directly contact each close contact and each co-worker who shared a workspace with the sick staff member and advise that a person with whom they have been in recent contact and/or with whom they recently shared a common work area has been diagnosed with COVID-19. Instruct them that they are to remain out of the office for at least 14

days since the last contact with the infected staff member and to work remotely, if possible. The co-workers should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. (The local health department may order the staff members to be off work and inform the employer that it has done so.)

OMIC R&D or Oregon Tech may notify visitors to OMIC R&D who may have been exposed to the diagnosed staff member, while maintaining confidentiality.

OMIC R&D may issue a general notice to staff that a staff member has tested positive for or is presumed to have COVID-19 (without identifying the staff member). This notice will explain that, unless the staff member has been notified directly by OMIC R&D, the staff member is not believed to have been in close contact with or shared a common workspace with the infected staff member. In addition, staff will be told all the steps being taken to ensure their safety and advise staff to monitor themselves for symptoms of COVID-19 and reminded them not to come to work if they are sick.

OMIC R&D staff will shut down those areas of the workplace identified by the infected staff member as areas that he or she used until those areas can be cleaned in accordance with [CDC guidelines](#).



Oregon Tech
COVID Vaccine Non



Oregon Tech
COVID Vaccine Med

Function Area	Requirements
ADMINISTRATION	
Staff-General	Face coverings aligned to local health orders
Research Personnel	Face coverings aligned to local health orders
Vulnerable Populations*	Resume public interactions w/Face coverings aligned to local health orders and physical distancing
Face Covering	Aligned to local health orders
INSTRUCTION	
OMIC Academy/In Person Education and Training	Open with with Face coverings aligned with local health orders and limited physical distancing; 100% capacity
DeArmond Fellow and University Interns	Allowed on site w/ face coverings aligned with local health orders, limited physical distancing
High School Interns	Allowed on site w/ face coverings aligned with local health orders, limited physical distancing
OMEOP/OMIC R&D Factory of Tomorrow	Open with Face coverings aligned with local health orders and limited physical distancing; 100% capacity
RESEARCH	
Student Reseachers	Allowed on site w/ face coverings aligned with local health orders, limited physical distancing
High Bay Research	Full operations w/ face coverings aligned with local health orders and public health modifications
In Office Research	Full operations w/ face coverings aligned with local health orders with limited physical distancing
WORKFORCE	
Special Accommodation	As approved by Oregon Tech HR or OMIC R&D Supervisor
Single Occupancy Office Space	Face coverings aligned with local health orders
Shared Office Space	Face coverings aligned with local health orders with limited physical distancing
Meal Room Use	Face coverings aligned with local health orders - limited physical distancing
Construction	Face coverings aligned with local health orders with physical distancing
UNIVERSITY TRAVEL	
Work Essential Domestic	Per Oregon Tech Restrictions
Work Essential International	Per Oregon Tech Restrictions
Work Non-Essential Travel	Per Oregon Tech Restrictions
EVENTS/PUBLIC VISITORS	
Community Visitation	Allowed - Face coverings aligned with local health orders - Limited time spent in crowds
Member/Stakeholder/Partner Visits	Allowed - Face coverings aligned with local health orders, limited physical distancing
Large Events	TBD based on EOs and Public Health Guidance
Facility Tours	Allowed - Face coverings aligned with local health orders, limited physical distancing
OMIC R&D Group Meetings	Allowed - Face coverings aligned with local health orders, limited physical distancing
Non-OMIC R&D Group meetings	Allowed - Face coverings aligned with local health orders, limited physical distancing
Board Meetings/Events	Allowed - Face coverings aligned with local health orders, limited physical distancing

