

BC R-Building Usage Plan

Revised on 10/12/2020

The safety and health of all students and employees is Bellevue College’s highest priority. The following document outlines processes for physical distancing and safety in on-campus U-Building operations at Bellevue College. Processes are based on health and safety requirements in Proclamation 20-12.1¹.

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¹ [Governor’s Proclamation 20-12.1](#)

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Role and Responsibilities

Campus COVID-19 Supervisor

BC’s Vice President for Administrative Services will serve as the college’s designated campus COVID-19 supervisor and is responsible for monitoring and updating the Safe Back to School Plan.

Co-Site Supervisors

The **Co-Site Supervisors** are the designated site supervisors for the R-Building. The COVID-19 Co-Site supervisors are responsible for working with the campus COVID-19 supervisor, the Flu Team and Public Safety to comply with the Safe Back to School Plan and enact measures to mitigate the spread of COVID-19. They are also responsible for overseeing the set-up of the Health Screening Station and enforcing the COVID-19 job site safety plan. When instruction and services expand to other departments within the Arts and Humanities division, the R-building Co-Site Supervisors are responsible to share and modify this plan and coordinate with all Employee Supervisors for their respective areas.

The Dean of Arts and Humanities is the designated back-up Co-Site Supervisors for the R-Building.

Employee COVID-19 Supervisors

The employee supervisor ensures direct reports receive the provided COVID-19 safety training, follow COVID-19 safety measures, and routinely clean their workspace and shared equipment after each use. They will maintain housekeeping schedules include frequent cleaning and sanitizing on commonly touched surfaces. The Employee Supervisor coordinates with the Dean or designee for approving employee’s requests to come to campus to conduct “essential” tasks and validating their employees completed the online health assessment every day they are on campus. Supervisors may be scheduled as health screening station personnel at health screening stations.

Each service area in the R-Building will be responsible for designating an employee supervisor when their area reopens for services. Refer to the supplemental service areas plans, located in the appendices.

Health Screening Station Personnel

Site supervisors, employee COVID-19 supervisors, and other area staff will rotate as health screening station personnel. They are responsible for checking in students and employees as they arrive on campus for class, services, or work, where required.

The R-Building Co-Site Supervisors will be responsible for coordinating the staffing schedule for the Health Screening Station with the R-Building Employee Supervisors.

Department Representative

The department representative is responsible for ordering and storing PPE supplies and cleaning kits for their department for employee and student/customer use.

Each service area in the R-Building will be responsible for designating a department representative when their area reopens for services. Refer to the supplemental service areas plans, located in the appendices.

Employees and Students

All employees and students are required to submit a daily [online health assessment](#) via the webpage prior to reporting to the campus (exception: students living on campus do not need to submit a daily online health assessment if they are only going in and out of student housing). Only students and faculty who are pre-scheduled to hold the “in-person” instruction are allowed to enter the R-building. Every individual on campus must do the following:

- Practice physical distancing.
- All employees and students/customers are required to wear masks as described in the Department of Health guidance.²
- Follow all instructions regarding the use, maintenance, and disposal of PPE.
- Those who are sick or experiencing even mild symptoms of illness that cannot be attributed to another condition (e.g., allergies), must stay home, or go home if symptoms manifest while on campus. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until they have been evaluated by a healthcare provider.
- Follow state rules and guidelines for self-quarantine.
- Agree to complete an [online health assessment](#) daily prior to their scheduled shift/class.
- Report any COVID-19 symptoms, test results, or close contact with a COVID-positive person to covidreporting@bellevuecollege.edu.

Visitors, Customers, Vendors, Consultants

The College is limiting building access to those who are on campus for official business. Only students and faculty who are pre-scheduled to hold the “in-person” instruction are allowed to enter the R-building. Visitors are not permitted to enter the R-Building at this time.

If a student needs support services for accommodation purposes, the student should obtain advance approval from the Disability Resource Center (DRC). The DRC arranged support person should complete the online health assessment daily to accompany the student.

A visitor who needs to enter the R-building for official business (e.g., contractors) should check in with Campus Operations when they first arrive at the campus.

Education and Training

Bellevue College is responsible for educating workers about coronavirus and how to prevent transmission. Employees are responsible for completing the Safety Training and [COVID-19 Campus Training](#)³ before returning to the workplace/classrooms and providing the completion certificate to their supervisor. Students with pre-scheduled “in-person” classes must also complete the COVID-19 Education Course before returning to the classrooms and provide completion certificate at the Health Screening Station every time. Employees and students are responsible to read and agree to follow Bellevue College COVID-19 policies before returning to the workplace

² Guidance on Cloth Face Coverings from the Washington State Department of Health <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

Labor & Industries guidance for employee masks, “Which Mask for Which Task?”: <https://bit.ly/31nTn1N>

³ COVID-19 Campus Training, <https://rise.articulate.com/share/cynvFbrtglgve--JCq1A9QVxgS-jWaa2#/>

- All employees and students/customers are required to wear masks as described in the [Department of Health guidance](#).
- All employees are required to wash hands at the start and end of each shift and break.
- Employees and students must maintain minimum six-foot separation in all interactions by minimizing faculty/staff and student traffic. When physical distancing is not possible, barriers will be in place.
- Faculty, staff and students are encouraged to take breaks in private areas such as a car, or socially distanced in the large lounge areas, which are set up for social distancing.
- Regularly-scheduled employees who need a reasonable accommodation for any of the requirements in this document should contact HR.

R-Building Safety and Health Requirements

Before any activity (e.g., orientation, testing, and instruction) or service (e.g. transactions) can occur with students on campus, departments must organize and prepare to perform activities using physical distancing where possible and with appropriate PPE and other safety measures outlined here and in accordance with standards for the individual profession or field.

Safety and Physical Distancing

Physical distancing is one of the most effective methods for preventing the spread of COVID-19. R-Building will implement measures to ensure the six (6) foot distancing rule is maintained throughout the R-Building. Distance markers will be placed throughout the building to assure minimum six-foot physical distancing requirements are maintained.

Lobby/Reception Areas

The R-Building Co-Site Supervisors and Employee Supervisors will arrange distance markers in the lobby area and outside of the building to eliminate choke points and reduce crowding. The R-Building Co-Site Supervisors and Employee Supervisors will post signage about maintaining physical distancing. The R-Building department representative will place Plexiglas barriers for employees who meet with students where a 6-foot physical distance cannot be maintained.

Traffic Flow

The R-Building Co-Site Supervisors and the Employee Supervisors will place floor markers to establish traffic flow patterns.

Elevators

For the initial opening of the R-Building, all services will be limited to the first-floor.

When instruction and services expand to other floors, the R-Building Co-Site Supervisors and Employee Supervisors will place floor markers for physical distancing inside and outside the elevator. The R-Building Co-Site Supervisors will post signage to limit passengers.

Narrow Stairwells

For the initial opening of the R-Building, all services will be limited to the first-floor. Signs will be placed at the 1st floor stairwells to indicate they are only to be used by authorized personnel.

When instruction and services expand to other floors, the R-Building Co-Site Supervisors will place floor markers for physical distancing to divide up versus down and establish traffic flow patterns.

Common Areas

The R-Building Co-Site Supervisors and Employee Supervisors will block furniture to prevent furniture use. Furniture will be moved as necessary to allow for adequate space between pieces. Public use computers and microwaves will not be available for general use.

Restrooms

For the initial opening of the R-Building, restrooms will be limited to the first floor only. Restrooms on other floors will be closed.

The R-Building Co-Site Supervisors and the Employee Supervisors will place floor markers inside and outside doors for line distancing. Signage outside restrooms will require masks and limit occupancy. Signage inside will describe proper handwashing steps and safe disposal of waste.

When instruction and services expand to other departments, the R-Building Co-Site Supervisors will work with all Employee Supervisors to place floor markers for physical distancing.

Location or Building Access

The R-Building entry point is the entrance accessed by the R-Courtyard side only. The doors facing the Employee parking lot (D1) will be closed at all times.

When instruction and services expand to other floors, the service areas within the R-Building to establish an appointment schedule to record contact information and control student capacity in the building. R-Building Service areas will send an appointment confirmation email to students that includes:

- Directions to complete the Online Health Assessment before coming to campus;
- Where to enter the building and health screening station;
- PPE requirements;
- Health screening process;
- A notice prohibiting visitors.

Individuals without appointments will not be admitted to the building. Staff at the health screening station will do their best to assist the student to access services on line.

Check-in Process

Students and employees should complete an [online health assessment](#) the morning of the day they are scheduled to come to campus for lab/activity. **Students and employees who have symptoms of illness should stay home and not come to campus.** Students and employees should plan to arrive 30 minutes prior to scheduled class time to have their temperature taken⁴ and screen into the building. Signage will indicate six (6) foot distance for students to wait for health screening. One student at a time will be screened.

Health Screening Station

A health screening station will be located in the main lobby near the café in the R-Building. Students will receive directions to the station during the new student orientation, on every Canvas site as well as a reminder email from International Education a day before scheduled on-campus instruction dates.

The Health screening station will be staffed 30-mins before the first scheduled class until the end of the last class on days that faculty and students are required to be on-campus. Health screening station will

⁴ [DOH Guidance to Protect Workers](#)

not be staffed on days with no on-campus class session. Health screening station personnel will wear a mask (gloves are optional) and should take appropriate contact precautions.

- Health screening stations will have a Plexiglas screen to separate the screening personnel from the individual(s) being screened.
- The station will have a copy of the Safe Back to School plan and the building specific plan. In addition, health screening stations will all have cleaning supplies, hand sanitizer, a touch-free thermometer and extra masks.
- Health screening station personnel will verify that employees and students completed an online health assessment and non-student customers complete a printed or an online health assessment form.
- Health screening station personnel will then have a temperature reading taken with a touchless thermometer prior to entering the building. Individuals whose temperature is above 100.4 degrees will be asked to leave campus immediately.

Service Areas

This plan is for the English Language Institute (ELI) and International Education and Global Initiatives (IEGI)'s Safe Return to Campus for the R-Building usage only at this time.

When instruction and services expand to other departments, the R-Building Co-Site Supervisors will work with all Employee Supervisors to develop specific plans.

Break/Lunchroom Use

No eating inside the classrooms is allowed. Students are encouraged to take breaks in private areas such as a car, or physically distanced in the large lounge areas. Public use computers and microwaves will not be available for general use.

R-Building Standard Cleaning Preparations⁵

Masks, gloves and anti-viral cleaning products are provided to both employees and students at the entrance of the R-Building and work stations.

- R-Building employees will sanitize high-touch areas every 30 minutes including handles, entrance/exit doors and service counters.
- Operating hours will allow downtime to clean between 30-minute appointment times.
- Employee equipment will be cleaned at the start and end of each shift including copier, printer, or other office equipment.
- Plexiglas guards are positioned between employees and students at service stations and counters

Custodial Disinfecting

Custodial staff will clean and disinfect high touch areas regularly, including briefing Area tables, chairs, and other touched areas/items/furniture.

Individual Users

- End-users (individual using the work-space/classroom) will regularly clean their work areas, including:
 - Instructor's desk, keyboard and other equipment
 - White board

⁵ [Cleaning and Disinfecting Your Facility](#)

- Door knobs

R-Building Contact Information

When instruction and services expand to other Arts and Humanities departments, the Employee Supervisors and Department Representatives will be updated.

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Co-Site Supervisors – Darrell Haynes, Associate Dean of Basic and Transitional Studies (BATS) and English Language Institute (ELI)
- Employee Supervisor – See the Appendix A and B for the ELI and IE Supplemental Plans
- Department Representatives – See the Appendix A and B for the ELI and IE Supplemental Plans
- Human Resources, hr@bellevuecollege.edu

Appendix A: English Language Institute (ELI) Supplemental Plan

Days & Hours of Service

On the days ELI classes are held, the R-Building Co-Site Supervisors and the Employee Supervisors will provide services from 12:00pm to 4:30pm.

Instruction

English Language Institute (ELI) will offer below courses under this plan in Winter 2021:

- Reading
- Writing & Grammar (level 1-3) and Integrated Skills (level 4 & 5)
- Speaking & Listening (or electives)
- Academic Preparation
- Bridge Pathway English 93
- Bridge Pathway Writing Support

ELI Safety and Health Requirements

Scheduling

Under this plan, ELI will offer approximately 5% of the quarterly instructional hours to be “in-person” for all levels primarily for the new/initial status international students and continuing students who opt to take “in-person” sections in Winter 2021. The estimated number of new/initial students from abroad is 8-10.

Tentative dates based on 5% model are:

- Monday, January 4, 2021 from 12:30pm to 4:20pm (English Proficiency Diagnostic Test/Introduction, etc.)
 - Reading class from 12:30pm to 1:20pm (1hr)
 - Writing & Grammar from 1:30pm to 3:20pm (2hrs)
 - Speaking & Listening from 3:30pm to 4:20pm (1hr)
 - Bridge Pathway from 1:30pm to 3:20pm (2hrs)
- Wednesday, February 3, 2021 from 12:30pm to 4:20pm (Mid-term exams)
 - Reading class from 12:30pm to 1:20pm (1hr)
 - Writing & Grammar from 1:30pm to 3:20pm (2hrs)
 - Speaking & Listening from 3:30pm to 4:20pm (1hr)
 - Bridge Pathway from 1:30pm to 3:20pm (2hrs)
- Thursday, March 25, 2021 from 12:30pm to 4:20pm (Final exams date & time TBA)
 - Reading class from 12:30pm to 1:20pm (1hr)
 - Writing & Grammar from 1:30pm to 3:20pm (2hrs)
 - Speaking & Listening from 3:30pm to 4:20pm (1hr)
 - Bridge Pathway from 1:30pm to 3:20 (2hrs)

Use of Classrooms and Space

To minimize the possible cross-contamination among students and employees, ELI will work closely with each faculty’s schedule and contract agreement to assign the same classroom and level for all subjects.

For example: A student who is placed into Reading 2 typically places in the same level for Writing and Grammar and Speaking & Listening for the term. This student’s class schedule, room and instructor assignment will be:

Subjects:	Hours:	Room:	Instructor:
Reading 2	12:30pm – 1:20pm	R-110	Instructor X
Wring & Grammar 2	1:30pm – 3:20pm	R-110	Instructor X
Speaking & Listening 2	3:30pm – 4:20pm	R-110	Instructor X

ELI space should be designated for essential services only and include the following features:

- Student lounge near the vending machines will be blocked.
- Microwaves on the first floor will be blocked for students use.
- Sofas in the R-Building first floor hallways will be kept a 6-feet apart for one per student’s use only.
- Classroom seats will be arranged to allow for physical distancing.

ELI Standard Cleaning Preparations⁶

Masks, gloves and anti-viral cleaning products are provided to both employees and students.

- Employees/faculty will sanitize high-touch areas before and after each class including handles, entrance/exit doors, instructor’s desk/workstation, computer/keyboard, white board, and projector remote control, etc.
- The Employee Supervisors will be cleaning shared equipment (e.g., copier) at the start and end of each class.

ELI Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Co-Site Supervisors – Darrell Haynes, Associate Dean of Basic and Transitional Studies (BATS) and English Language Institute (ELI)
- Employee Supervisor – Kazumi Hada, Director of International Education (in coordination with Ivan Breen, ELI Program Chair)
- Department Representative – Bernadetta Titus, ELI Program Manager
- Human Resources, hr@bellevuecollege.edu

⁶ [Cleaning and Disinfecting Your Facility](#)

Appendix B: International Education and Global Initiatives (IEGI) Supplemental Plan

Days & Hours of Service

On the days Human Development 103 (HD 103): International First Year Experience courses are held, the R-Building Co-Site Supervisors and/or the IEGI Employee Supervisors will facilitate the check-in process 30-mins before the class starting time until the end.

Instruction

In collaboration with the Counseling department, IEGI will offer one or two sections of Human Development 103 (HD 103): International First Year Experience course. This is a 2-credit, graded course.

IEGI Safety and Health Requirements

Scheduling

Under this plan, IEGI will offer approximately 10% of the quarterly instructional hours to be “in-person”, primarily for the new/initial status international students and returning-new students who opt to take “in-person” section in Winter 2021. The estimated number of new/initial students from abroad is 1720.

Tentative dates and hours are:

- Wednesday, January 13, 2021 from 4:30pm to 6:20pm (First section)
- Wednesday, January 20, 2021 from 4:30pm to 6:20pm (Second section as needed)

Use of Classrooms and Space

Use of space should be designated for essential services only and include the following features:

- Student lounge near the vending machines will be blocked.
- Microwaves on the first floor will be blocked for students use.
- Sofas in the R-Building first floor hallways will be kept a 6ft apart for one per student’s use only.
- Classroom seats will be arranged to allow for physical distancing.

IEGI (HD 103) Standard Cleaning Preparations⁷

Masks, gloves and anti-viral cleaning products are provided to both employees and students.

- Employees/faculty will sanitize high-touch areas before and after each class including handles, entrance/exit doors, instructor’s desk/workstation, computer/keyboard, white board, and projector remote control, etc.
- The Employee Supervisors will be cleaning shared equipment (e.g., copier) at the start and end of each class.

IEGI (HD 103) Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Co-Co-Site Supervisors –Darrell Haynes, Associate Dean of Basic and Transitional Studies (BATS) and English Language Institute (ELI) and Suzette Yaezenko, VP-HR
- Employee Supervisor – Kazumi Hada, Director of International Education

⁷ [Cleaning and Disinfecting Your Facility](#)

- Department Representative – Jessica Rohm, IEGl Administrative Assistant
- Human Resources, hr@bellevuecollege.edu

Appendix C: R Building First Floor Map

I need to get one from Dennis or Will (?)