

BC U-Building Usage Plan

Revised on October 22, 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.

Site Supervisors

The Dean of Student Life and Leadership is the designated site supervisor for the U-Building. The COVID-19 site supervisor is 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. The site supervisor is responsible for overseeing the setup of classrooms/offices, signage, and floor markings in the U-Building. They are also responsible for overseeing the set-up of the Health Screening Station and enforcing the COVID-19 job site safety plan.

The Assistant to the Associate Vice President of Student Affairs is the designated back-up site supervisor for the U-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. Supervisors are responsible for approving employee’s requests to come to campus 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 U-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, department supervisors, other supervisors and 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 U-Building Site Supervisor will be responsible for coordinating the staffing schedule for the Health Screening Station with the U-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 U-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). Every individual on campus must do the following:

- Practice physical distancing.
- Wear a face mask.
- Follow all instructions regarding the use, maintenance, and disposal of PPE.
- Those who are sick or experiencing even mild symptoms of illness that can't 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.

Individuals without appointments are not permitted to enter the U-Building at this time. If a student needs support services for translation or accommodation purposes, one person may accompany the student.

A visitor who needs to enter the U-building for official business or with a student must be signed in at the Health Screening Station using a paper health assessment or confirmed verbal answers to screening questions and follow the above requirements. Paper health assessments will be sent to the U-Building Site Supervisor. Documentation of who enters the U Building will be maintained by the Health Screening Personnel and provided to the U Building Site Supervisor for contact tracing purposes.

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 Education Course](#) before returning to the workplace and providing completion certificate to their supervisor. Employees are responsible to read and agree to follow Bellevue College COVID-19 policies before returning to the workplace

- 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/customers must maintain minimum six-foot separation in all interactions by minimizing staff and customer traffic. When physical distancing is not possible, barriers will be in place (e.g. registers and customer service counters).
- Breaks and work shifts will be staggered.
- Regularly-scheduled employees who need a reasonable accommodation for any of the requirements in this document should contact HR.

U-Building Safety and Health Requirements

Before any activity (e.g., instruction, practice, assessment) or service (e.g. transactions) can occur with students on campus, programs 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. U-Building will implement measures to ensure the six (6) foot distancing rule is maintained throughout the U-Building. Distance markers will be placed throughout the building, service areas, information desk and hallways/stairwell to assure minimum six-foot physical distancing requirements are maintained.

Lobby Areas

U-Building staff will arrange distance markers in lobby area and outside of the building to eliminate choke points and reduce crowding. U-Building staff will post signage about maintaining physical distancing. The U-Building staff will place plexiglass barriers for employees who meet with students/clients where a 6-foot physical distance cannot be maintained.

Traffic Flow

U-Building staff will place floor markers and use crowd control stanchions to establish traffic flow patterns.

Elevators

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

U-Building staff will place floor markers for physical distancing inside and outside the elevators. U-Building staff will post signage to limit passengers.

Narrow Stairwells

U-Building staff will post signage and place floor markers to establish traffic flow patterns.

Common Areas

U-Building staff will block furniture to prevent furniture use. Furniture will be moved as necessary to allow for adequate space between pieces.

Public use computers will not be available for general use. Computers used as part of student services will be cleaned between users.

Restrooms

U-Building staff 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.

Location or Building Access

The U-Building entry point is the SE entrance accessed by ramp from parking lots 2 and 4. The interior stairwell doors from the vestibule will be closed and signage posted prohibiting access.

The service areas within the U-Building will establish an appointment schedule to record contact information and control customer capacity in the building. U-Building Service areas will send an appointment confirmation email to students that includes:

- Where to enter the building and health screening station;
- Directions to complete the Online Health Assessment before coming to campus;
- PPE requirements;
- Health screening process; and
- 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 Screening Questionnaire](#) 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 5 minutes prior to scheduled appointment time to have their temperature taken² 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 at SE entrance to the U-Building lobby. Customers will receive directions to the station prior to their arrival in the form of their appointment confirmation e-mail.

Health screening stations are staffed during regular hours of operation by health screening station personnel with a mask (gloves are optional). Employees doing health screening should take appropriate contact precautions.

- Health screening stations will have a plexiglass 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.

² [DOH Guidance to Protect Workers](#)

- Health screening station personnel will verify that employees and students completed an online health assessment and non-student customers complete a printed health assessment form.
- Health screening station personnel will then have a temperature reading taken with a touchless thermometer prior to entering the store. Individuals whose temperature is above 100.4 degrees will be asked to leave campus immediately.

Service Areas

Only the U-Building first floor and U307 suite will be open for essential services at this time. Individual service areas providing essential services in the U-Building will develop site specific plans (see appendices).

Employees from U-Building service areas who need access to campus for an essential purpose must coordinate with the Building COVID-19 Supervisor. The Building COVID-19 Supervisor will work with the employee, their supervisor, and the AVP for Student Affairs to identify and approve a work location on the first floor.

Break/Lunchroom

- The first-floor staff lounge will be used for breaks or lunches.
- Service activities will be scheduled to allow time for employee breaks or lunches. Meals and breaks may not be taken with other employees.
- Items may be stored in the first-floor breakroom refrigerator and reheated in the microwaves. Employees are responsible for wiping handles after each use.

U-Building Standard Cleaning Preparations ³

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

- U-Building employees will sanitize high-touch areas every 30 minutes including handles, entrance/exit doors and service counters.
- Employee equipment will be cleaned at the start and end of each shift including scanners, register screens and cash drawers.
- Plexiglass guards are positioned between employees and students at service stations and counters.

Custodial Disinfecting

- Custodial staff will clean and disinfect high touch areas regularly.

Individual Users

- End-users (individual using the work-space) will regularly clean their work areas, including individual designated student areas and related equipment.
- Reusable supplies will be handled with gloves and placed in a designated cleaning area to be appropriately disinfected.

U-Building Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Michael Kaptik, Dean of Student Life & Leadership
- Employee Supervisor – Identified in Area of Service supplemental plans (see appendices)

³ [Cleaning and Disinfecting Your Facility](#)

- Department Representative – Identified in Area of Service supplemental plans (see appendices)
- Human Resources, hr@bellevuecollege.edu

Appendix A: Testing Services Supplemental Plan

Days & Hours of Service

Testing Services anticipates opening on November 2, 2020 on the following schedule:

- Tuesdays, 8:30 a.m. to 2:30 p.m.
- Thursday, 10:30 a.m. to 4:30 p.m.

Services

The following essential services will be offered by Testing Services under this plan:

- Placement testing for English
- Writeplacer for Nursing Program
- Placement testing for Math

Safety and Health Requirements

Scheduling

Testing Services will establish an appointment schedule to control capacity in the service area, not to exceed 13 students in the testing area at one time.

Students will test by appointment only. Appointments will be staggered or scheduled at 10-minute intervals.

Use of Space

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

- Designated areas for students to sit, stand, or otherwise wait for their turn.
- Individual student designated areas outlined with industrial floor tape⁴ that always provides a minimum of six (6) feet between students.
- Lockers will be assigned based on appointment times to maintain physical distancing
- Testing seats will be arranged to allow for physical distancing.
- The Testing Services staff will increase spacing between computers by marking every other computer station (sides, front, and back of stations) as closed (total of 13 computers in use).
- Instruments, equipment, and/or supplies required for testing activities organized in individual student areas without the need for students to leave the main testing area and/or access supply closets or cabinets.
- Directional arrows will be placed in hallway to indicate direction of movement within the area to promote physical distance.
- A plexiglass barrier will be placed on check-in desk.

Lockers

⁴ Blue painters' tape or gaffers' tape could be used for temporary identification of individual student lab areas or on floors that do not tolerate industrial adhesive. Possible issues may include the need for continuous checking for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas may also be considered.

Students are encouraged not to bring items with them that cannot be kept on their person during testing. If needed, lockers are available for storage of items prior to entering the testing area. Items can be removed after completing/exiting the testing area. BC faculty and staff are not responsible for items left in lockers or other areas.

Standard Cleaning Preparations⁵

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

- Testing Services employees will sanitize high-touch areas every 30 minutes including handles, entrance/exit doors, service counters, and locker handles.
- After each test appointment, the computer stations, including the chair, table surface, monitor and keyboard will be disinfected.
- After each locker use, the inside and outside of the locker will be sanitized.
- Shared equipment will be cleaned at the start and end of each shift including, staff computers and workstations, proctor workstation, printer, and check-in station.
- Employees will regularly clean their work areas.
- Reusable supplies will be handled with gloves and placed in a designated cleaning area to be appropriately disinfected.

Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Michael Kaptik, Dean of Student Life & Leadership
- Employee Supervisor – Rae Ellen Reas, Dean of Student Central
- Department Representative – Sally Raftery, Associate Director Placement & Testing Services
- Human Resources, hr@bellevuecollege.edu

⁵ [Cleaning and Disinfecting Your Facility](#)

Appendix B: Welcome Center Supplemental Plan

Days & Hours of Service

The Welcome Center anticipates opening on November 2, 2020 on the following schedule:

- Tuesdays and Thursday, 9 a.m. - 3 p.m.
- Wednesday, 1 p.m. to 3 p.m.

Services

The following essential services will be offered by the Welcome Center under this plan:

- Application Completion
- Completion of electronic forms when off-campus technology is not available.

Safety and Health Requirements

Scheduling

- The Welcome Center will establish an appointment schedule to control capacity in the service area, not to exceed 2 people at one time, in separate service lines.
- Students will visit the Welcome Center by appointment only. Appointments will be schedule for 45 minutes and staggered to allow for cleaning.

Use of Space

The Welcome Center space should be designated for essential services only and include the following features:

- Designated areas for students to sit, stand, or otherwise wait for their turn.
- Individual student designated areas outlined with industrial floor tape⁶ that always provides a minimum of six (6) feet between students.
- Welcome Center staff will increase spacing between computers users by marking every other computer station as closed (total of 2 computers in use).
- The Welcome Center will identify areas where physical distancing cannot be maintained. A plexiglass barrier will be placed in these areas. These areas will be disinfected by staff after every use.

Standard Cleaning Preparations⁷

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

- Welcome Center 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 appointment times.
- Shared equipment will be cleaned at the start and end of each shift including...
- Employees will regularly clean their work areas.

⁶ Blue painters' tape or gaffers' tape could be used for temporary identification of individual student lab areas or on floors that do not tolerate industrial adhesive. Possible issues may include the need for continuous checking for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas may also be considered.

⁷ [Cleaning and Disinfecting Your Facility](#)

- Reusable supplies will be handled with gloves and placed in a designated cleaning area to be appropriately disinfected.

Services Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Michael Kaptik, Dean of Student Life & Leadership
- Employee Supervisor – Michael Kaptik, Dean of Student Life & Leadership
- Department Representative – Ramon Concepcion, Director of Welcome Center
- Human Resources, hr@bellevuecollege.edu

Appendix C: Student Financial Services Supplemental Plan

Days & Hours of Service

Student Financial Services anticipates opening on November 2, 2020 on the following schedule:

- Tuesdays & Thursdays, 9 a.m. to noon

Services

The following essential services will be offered by the Student Financial Services under this plan:

- Armored car pick-ups.
- Student payments for placement testing.

Safety and Health Requirements

Scheduling

- Student Financial Services will establish an appointment schedule to control capacity in the service area.
- Students will visit SFS by appointment only.

Use of Space

The Student Financial Services space should be designated for essential services only and include the following features:

- Designated areas for students to sit, stand, or otherwise wait for their turn.
- Individual student designated areas outlined with industrial floor tape⁸ that always provides a minimum of six (6) feet between students.
- Student Financial Services will identify areas where physical distancing cannot be maintained. A plexiglass barrier will be placed in these areas. These areas will be disinfected by staff after every use.

*Cleaning Preparations*⁹

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

- Student Financial Services 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 appointment times.
- Shared equipment will be cleaned at the start and end of each shift.
- Employees will regularly clean their work areas.
- Reusable supplies will be handled with gloves and placed in a designated cleaning area to be appropriately disinfected.

Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Michael Kaptik, Dean of Student Life & Leadership

⁸ Blue painters' tape or gaffers' tape could be used for temporary identification of individual student lab areas or on floors that do not tolerate industrial adhesive. Possible issues may include the need for continuous checking for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas may also be considered.

⁹ [Cleaning and Disinfecting Your Facility](#)

- Employee Supervisor – Jen Carnahan, Student Financial Services Supervisor
- Department Representative – Jen Carnahan, Student Financial Services Supervisor Human Resources, hr@bellevuecollege.edu

Appendix D: International Education Supplemental Plan

Days & Hours of Service

International Education anticipates opening on November 2, 2020 on the following schedule:

- Every Wednesday from 9 a.m. to noon.

Services

The following essential services will be offered by International Education under this plan:

- Signatures on immigration paperwork
- Paperwork, Employment Authorization Document (EAD) pick-up

Safety and Health Requirements

Scheduling

- International Education will establish an appointment schedule to control capacity in the service area, not to exceed two students per hour.
- Students will schedule by appointment only. Appointments will be staggered or scheduled - one every 30-minutes.

Use of Space

During the initial opening of the U-Building, International Education will provide service to students using the first floor Information Desk. This desk area should be designated for essential services only and include the following features:

- Designated areas for students to sit, stand, or otherwise wait for their turn.
- Individual student designated areas outlined with industrial floor tape¹⁰ that always provides a minimum of six (6) feet between students.
- International Education will identify areas where physical distancing cannot be maintained. A plexiglass barrier will be placed in these areas. These areas will be disinfected by staff after every use.

Cleaning Preparations¹¹

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

- International Education 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 appointment times.
- Shared equipment will be cleaned at the start and end of each shift including a network copier/printer. Employees will regularly clean their work areas.
- Reusable supplies will be handled with gloves and placed in a designated cleaning area to be appropriately disinfected.

¹⁰ Blue painters' tape or gaffers' tape could be used for temporary identification of individual student lab areas or on floors that do not tolerate industrial adhesive. Possible issues may include the need for continuous checking for trip hazards and difficulty cleaning. The use of industrial floor marking tape provides a safe area that can be cleaned appropriately. Other ways to separate areas may also be considered.

¹¹ [Cleaning and Disinfecting Your Facility](#)

Services Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Michael Kaptik, Dean of Student Life & Leadership
- Employee Supervisor – Kazumi Hada, International Education
- Department Representative – Jessica Rohm, Administrative Assistant
- Human Resources – hr@bellevuecollege.edu

Appendix E: U Building First Floor Map

