



EMERGENCY OPERATIONS PLAN

Pertaining to COVID-19 *Updated 11/12/20*

This document contains the Emergency Operations Plan (EOP) pertaining to COVID-19 for Northwest University Oregon (NUO), an extension site of Northwest University in Kirkland, Washington. NUO is located at 9260 Charity Ave NE, Brooks, OR, and is a commuter campus for undergraduate and graduate students.

The EOP is organized following the structure of the guidance issued by the Higher Education Coordinating Commission of Oregon.

In compliance with the Oregon Health Authority's General Guidance for Employers, NUO is observing the following:

GENERAL REQUIREMENTS

Employer Protocols

- Training and reminding employees and posting signs regarding the signs and symptoms of COVID-19, and what to do if employees develop symptoms in the workplace.
- Limiting the maximum occupancy to 127 people in the building at once; a sign is posted in the lobby.
- Limiting close contact between employees through use of social distancing.
- Awareness of protected leave requirements and planning for anticipated workforce adjustments.
- Telling sick employees to stay home or go home if they become sick while at work with any symptoms of COVID-19, and notify their supervisor.
- If an employee gets sick while at work, the employee will go home immediately or be quarantined on campus until they can leave.
- Communicating through weekly emails, signage, and verbal reminders that employees should stay home when sick, cover with coughs and sneezes, and wash their hands frequently.

- If an employee develops COVID-19, work with the Marion County Health Department to determine which co-workers had close, prolonged contact with the sick employee, and notify all those employees that possible exposure has occurred. This will be done without divulging the identity of the infected employee.
- Generally requiring a mask when in the building (see Instructional Protocols below), or outside when a 6-foot distance cannot be maintained between persons.
- Allowing partial telework for projects that can be managed remotely.
- Limiting non-essential work travel.
- Providing facemasks for employees (5 for full time employees; 1 for each day of the week that part time employees work; 1 for adjunct faculty).
- Providing plexiglass shields around the reception desk.
- Opening windows and doors as much as reasonably possible to circulate air.
- Marked floors in high traffic areas to indicate 6 feet of space.
- Set up classrooms and chapel with seating and tables arranged for 6 feet of space between persons, and between students and the instructor.
- Thoroughly cleaning and disinfecting all surfaces regularly, using products listed by the EPA as effectively killing the virus that causes COVID-19. See schedule below.
- Suppling soap and paper towels at all sinks, and hand sanitizer containing at least 60% alcohol in various locations throughout the building.
- Requiring employees to daily disinfect their workstation and equipment (keyboards, telephones, doorknobs, lightswitches, etc.) in their offices or work areas.
- Installed air purifiers in classrooms without access to outside air.
- Limiting occupancy in all rooms to adhere to social distancing guidance.
- Conducting meetings virtually or, when necessary, in person with physical distancing.
- Requiring daily self-checks for symptoms, including taking temperature, before entering the building. The check-in is completed using the app CampusClear.

Other General Protocols

- Encouraging students, faculty, and staff to adhere to all public guidance on COVID-19.
- Implementing measures to limit the spread of COVID-19, including
 - Daily self-screening by all employees and students.
 - Requiring face masks/face coverings on campus indoors, and outdoors when 6 feet of distance cannot be maintained.
 - Allowing those who have symptoms of any illness, have been exposed to COVID-19, or are or live with a person who is at high risk for severe illness from COVID-19, to teach or attend class remotely via Zoom.
 - Initial and ongoing (as needed) communication with Marion County Public Health.

ENTRY AND SELF-SCREENING

- All students, faculty, and staff are regularly reminded to stay home if they or anyone in their household recently had an illness with COVID-19 symptoms.
- Buildings and campus spaces are only open for official university business; space can be authorized for outside use within the parameters of University policy if the users can adhere to the requirements of all applicable guidance.
- Communicated with all students, faculty and staff prior to fall orientation and classes regarding:
 - What to expect on campus (video for students; emails to faculty and students)
 - What to do before and when you arrive on campus (video for students; emails to faculty and students)
 - Practicing good hygiene on campus (video for students; emails to faculty and students)
- Encouraging students, staff and faculty to wash their hands or use hand sanitizer before using the security keypad to enter and again upon entering the building.
- Requiring students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to campus each day, using the CAMPUSCLEAR app. The app asks about all the symptoms associated with COVID-19. All students, faculty and staff are expected to take their temperature before coming to campus each day, so they can accurately answer the question asked by the app.
- Instructing all students, faculty and staff that if they have a chronic or baseline cough that has worsened or is not well-controlled with medication to stay home.
- Posted signage and otherwise communicating the symptoms and signs of COVID-19.

ISOLATION MEASURES

If a person develops primary COVID-19 symptoms while on campus, campus leadership will:

- If the person is experiencing difficulty breathing, call 9-1-1, informing the operator that this involves serious symptoms of COVID-19.
- Ask the person to immediately go home.
 - If the person cannot immediately leave the campus, the person will isolate in one of three isolation rooms on campus.
- Post the sign on the isolation room to indicate it is in use for isolation purposes.
- Encourage the person to seek medical care and COVID-19 testing from their regular health care provider or through the local public health authority. They should follow instructions from their local public health authority regarding isolation.
 - If they test positive for COVID-19, they should remain at their place of residence for at least 10 days after the onset of illness and 72 hours after fever is gone,

without the use of fever-reducing medication, and other symptoms are improving.

- If they test negative for COVID-19 (and if they have multiple tests, all tests are negative), they should remain at their residence until 72 hours after fever is gone, without the use of fever-reducing medication, and other symptoms are improving.
- If they do not undergo COVID-19 testing, they should remain at home for 72 hours after fever is gone, without the use of fever-reducing medication, and other symptoms are improving.
- Provide the phone number for the person's county health department and tell the ill individual to follow their county's instructions; if other than Marion County.
- The campus leader will write down the details of the incident and if that person tests positive, will call the Marion County health department as well.
- Instruct all faculty, staff and students known to have been exposed to COVID-19 within the preceding 14 days to stay home and self-quarantine, following all instructions from their local public health authority.
- If the development of symptoms happens during a class, the class will be ended and the campus leader will close the room for 24 hours. The rest of the class will be sent home to self-quarantine until they hear from the county or the campus with further instructions.
- All rooms in which a person with symptoms of COVID-19 has been will be closed for 24 hours, followed by a thorough cleaning and sanitization.
- While interacting with a symptomatic person, and for the cleaning and sanitization process, the staff will wear a protective gown, face shield, and gloves.
- Persons responsible for interacting with a symptomatic person, dismissing remaining class members, determining whether to dismiss the rest of the campus, close rooms where symptomatic person spent time, and sanitization:
 - Debbie Lamm Bray
 - Backup: Rosa Gonzalez for interacting with symptomatic person and dismissing class(es) and/or the campus
 - Backup: Kathy Brown for cleaning and sanitization
- Person responsible for any necessary follow up communication with faculty, staff, and students:
 - Debbie Lamm Bray
 - Backup: Caitlin Noble

Instructions and a checklist for action are distributed to responsible persons listed above, and are located in Isolation Room 2 in the cabinet drawers.

Gowns, gloves, and a face shield are located in Isolation Room 2 in the cabinet drawers.

Sanitization products and equipment are located in the custodial closets and under the sink in Isolation Room 2.

HEALTH-RELATED COMMUNICATION

- All faculty, staff, and students have been advised and will be reminded regularly via postings, emails, and verbal instructions that coming to campus while ill is not permitted.
- Custodial staff have reviewed CDC sanitization guidance and the EPA's list of products that kill the COVID-19 virus.
- Ongoing communication with custodial staff regarding COVID-19 protocols.
 - Involved custodian in designing protocols.
 - Sharing updated guidance with the custodian as it is received.
- Instructions for sanitizing learning and teaching stations are posted in the classrooms.
- Instructions for sanitizing isolation spaces and other rooms where a symptomatic person has been are posted in the custodial closets and have been distributed to staff.
- Faculty and staff, including custodian, have completed required training on COVID-19 matters, provided by NU's HR department.
- Faculty and staff receive training updates as needed.
- Emails were sent to students and faculty before the beginning of classes to inform them of infection control measures that are being implemented. Emails, video, and other announcements will continue every other week during classes, as long as needed.
- Posted signage regarding the symptoms of COVID-19.
- Faculty, staff, and students have been advised via a weekly email for two and a half weeks prior to school starting that they need to take their temperature before coming to campus, thus they need to secure a thermometer.
- Posted signage and encouraging all faculty, staff, and students to wash their hands frequently, or use hand sanitizer frequently.
- Instructions are given to all on campus to wash hands rather than using hand sanitizer before eating, preparing food, or serving food.
- Staff worked together to create emails sent to faculty and a video and emails sent to students prior to the beginning of fall semester.
- Communicated with the Marion County Public Health Department regarding communication processes if new cases of COVID-19 develop on campus. Marion County has advised us that they will conduct all the contact tracing that is necessary.
- All communication has been and will be provided in English, the primary language of all our staff, faculty, and students.

HAND HYGIENE AND RESPIRATORY ETIQUETTE

Signs are posted and videos and emails have been sent to all faculty, staff, and students regarding how to properly wash hands, and how to cough and sneeze appropriately.

Hand sanitizer is positioned next to the security pad, in the entrance area, at classroom and restroom entrances, and other places throughout the building.

FACULTY AND STAFF

There are no health care providers on campus.

Sick leave and absentee policies have been revised by the University.

GENERAL FACILITIES

Facilities will be cleaned regularly and disinfected frequently. See Appendix A for the sanitization schedule.

We have requested that the air filters in the building be changed by the landlord.

We have added an air purifier to a classroom, and will open windows and doors for ventilation at times when students are on campus.

We have placed air purifying plants throughout the building.

INSTRUCTIONAL ACTIVITIES

All classrooms and the chapel have been set up to accommodate students and instructor with at least 6 feet between them. Tape marks the location of table legs and the instructor space in the classrooms. In the chapel, Velcro dots mark the space where chairs will be set for chapel.

No classroom accommodates more than 20 people. The chapel will accommodate 30 when set for chapel services. All of these settings observe the minimum requirement of 35 square feet per person.

Each class will end a few minutes early and each student and faculty member will disinfect their area and all surfaces touched before they leave the room. Supplies are in each classroom.

All spaces on campus, including offices, have been arranged to provide 6 feet of distance between persons when sitting.

Traffic areas are marked to indicate 6 feet of distance to keep people separated.

Study spaces have been marked to allow one person per cubicle; in group spaces, furniture and signage indicates space for two people at a time with distancing.

The reception desk has been outfitted with plexiglass shields.

RESEARCH ACTIVITIES, RESIDENTIAL ACTIVITIES

These sections do not apply, as we do not conduct research on this campus and NUO is a commuter campus.

COMMUNICABLE DISEASE MANAGEMENT PLAN

This plan shall serve as our Communicable Disease Management Plan. Additional considerations:

Notification of Marion County Public Health Department: Caitlin Noble

- Any time there is a confirmed case of COVID-19, and those symptoms developed while on campus, Caitlin will notify the Health Department for:
 - Confirmation that the County is informed
 - Coordination of response, disinfecting, and possible campus closure if a person with COVID-19 has been on campus
 - Reporting any cluster of illness (two or more people with suspected COVID-19 symptoms) among faculty, students, or staff
- Caitlin will manage the data to assist the County with any contact tracing needs
 - Caitlin will take attendance in chapel
 - Faculty are keeping record of in-person attendance in classes

COVID-19 HEALTH AND SAFETY OPERATIONAL PLAN

Debbie Lamm Bray will supervise the implementation and enforcement of the plan; all faculty and staff are authorized to implement and enforce the plan.

APPENDIX A

Cleaning and Disinfecting Instructions

- Restrooms:
 - Flush toilets
 - Spray surfaces with Scrubbing Bubbles
 - Wait 5 minutes
 - Wipes surfaces
 - Apply Lysol toilet bowl cleaner to toilet, scrub and leave
 - Spray walls and towel holders with 409 cleaner
 - Wait 10 minutes (while cleaning other surfaces)
 - Wipe clean
 - Mop floors with Swiffer mop
- Classrooms, GP & Study Cubes
 - Tables
 - Clean surfaces with disinfecting wipes (4 minutes) or 409 & paper towel (10 minutes).
 - Soft chairs
 - Spray with Lysol (air dry)
 - Hard chairs
 - Clean surfaces with disinfecting wipes or 409 & paper towel.
 - Spray with Lysol spray (air dry)
- Door handles, Trash cans & Light switches
 - Clean with disinfecting wipes or 409 & paper towel
 - Spray with Lysol (air dry)

NUO Sanitizing Schedule

Fall 2020 - Session A & B

Monday

8:30 a.m.

Door Keypad	<input type="checkbox"/>
Alarm Keypad	<input type="checkbox"/>
Front Door Handles	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>

Tuesday

8:30 a.m.

Door Keypad	<input type="checkbox"/>
Alarm Keypad	<input type="checkbox"/>
Front Door Handles	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>
Copy Machine	<input type="checkbox"/>
Reception Desk	<input type="checkbox"/>
Faculty Restrooms	<input type="checkbox"/>

2:30 p.m.

Chapel Tables	<input type="checkbox"/>
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3:30 p.m.

Door Keypad	<input type="checkbox"/>
Front Door Handles	<input type="checkbox"/>
Interior Door Handles	<input type="checkbox"/>
Snack Money Box	<input type="checkbox"/>
Drink Cooler	<input type="checkbox"/>
Kitchen Faucet	<input type="checkbox"/>

6:15 p.m.

Chapel Tables	<input type="checkbox"/>
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Wednesday

8:30 a.m.

Door Keypad	<input type="checkbox"/>
Alarm Keypad	<input type="checkbox"/>
Front Door Handles	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>
Copy Machine	<input type="checkbox"/>
Faculty Restrooms	<input type="checkbox"/>
Drink Cooler	<input type="checkbox"/>
Snack Box	<input type="checkbox"/>
Kitchen Faucet	<input type="checkbox"/>

Thursday

8:30 a.m.

Door Keypad	<input type="checkbox"/>
Alarm Keypad	<input type="checkbox"/>
Front Door Handles	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>

Custodial Deep Clean (a.m.)

Student Restrooms: Faucets, Toilets, Counters, Handles
 Faculty Restrooms: Faucets, Toilets, Counters, Handles
 Kitchen: Faucet, Appliances, Counters, Handles
 Interior Door Handles

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Copy Machine



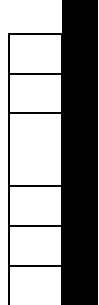
Snack Money Box
Drink Cooler
Student Study Areas
Family Room
Upholstered furniture
Classrooms: Computers, Remotes, Tables, Chairs



Friday

8:30 a.m.

Door Keypad
Alarm Keypad
Front Door
Handles
Light Switches
Copy Machine
Reception Desk



Saturday

Custodial Deep Clean (a.m.)

Student Restrooms: Faucets, Toilets, Counters, Handles
Faculty Restrooms: Faucets, Toilets, Counters, Handles
Kitchen: Faucet, Appliances, Counters, Handles
Interior Door Handles
Snack Money Box
Drink Cooler
Student Study Areas
Family Room
Upholstered furniture
Classrooms: Computers, Remotes, Tables, Chairs

