

# COVID-19 Safe Back to School Plan

Eastern Washington University Operations – All Locations

## INTRODUCTION

Eastern Washington University (EWU) is committed to providing a safe environment for students, employees, and visitors. This plan outlines the current procedures that must be maintained by Eastern Washington University personnel, activities and programs at all locations in order to help limit the spread of the novel coronavirus SARS-CoV-2 (COVID-19). No location or activities may operate until the program can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

**Until further notice, any person who enters any EWU facilities, for any purpose, agrees to follow this plan.**

### COVID-19 Warning

While this Plan was created to provide enhanced health and safety measures for our Campus Community, with the intention to mitigate the risk of COVID-19 on our campuses and any potential spread within our campus community, we acknowledge that elimination of risk on campus - while still operating with on-campus classes, residential housing, athletics, and campus events - is impossible.

**An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and those individuals with underlying medical conditions are especially vulnerable.**

**By engaging in the on-campus community of Eastern Washington University, you voluntarily assume all risks related to exposure to COVID-19.**

Students can help keep our community healthy by being mindful of their actions and following the On-Campus Health and Safety protocols, herein.

### Baseline Guidance & Requirements

EWU departments, units, and programs shall adhere to federal, state and local public health and safety guidelines, including WA State's "Safe Start" guidelines, including the [Campus Reopening Guide](#), [WA Labor & Industries guidelines](#), and [the Governor's proclamations](#). This Safe Back to School Plan (formerly titled "COVID-19 Exposure Control Plan") has been developed in accordance with WA State and local guidelines and shall be maintained on the university Risk Management website where it is accessible to every university department and to all EWU employees, students, community members and the general public.

All EWU departments, units, and programs shall adhere to state and federal law for health and safety during COVID-19.

### Scope of Plan & Satellite Locations

This plan applies to all campuses, satellite locations, and operations of Eastern Washington University. However, any requirements issued by host institutions (i.e. Washington State University – Spokane, Bellevue College, Everett Community College, and Clark College) shall supersede conflicting requirements within this plan for the host locations.

### COVID-19 EWU Resources

EWU maintains a website about the coronavirus that provides information about a wide-variety of topics. This information is available at: [www.ewu.edu/coronavirus](http://www.ewu.edu/coronavirus). EWU also maintains a risk management website containing a variety of resources including university plans, posters, forms, documents, and Q&A.

The website is located at <https://inside.ewu.edu/rcp/risk-management/covid-phaseii-operations/>.

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## COVID-19 Site Supervisors

EWU's Director of Risk Management, Trent Lutey, serves as the overall COVID-19 site supervisor for EWU and is responsible for maintaining this Safe Back to School Plan - keeping the plan current with changes to COVID-19 requirements.

Each EWU location also has a Site Supervisor. These Site Supervisors are responsible for monitoring the health of employees/students and assisting with compliance and enforcement of applicable COVID-19 safety plans.

EWU's Site Supervisors and Contacts:

- Overall compliance & Cheney Campus Site Supervisor: Trent Lutey, Director of Risk Management (509) 359-6618; [riskmanager@ewu.edu](mailto:riskmanager@ewu.edu); [tlutey@ewu.edu](mailto:tlutey@ewu.edu)
- Catalyst Building: Carlos Hernandez, Manager of Spokane Campus Services, (509) 359-6332, [chernandez4@ewu.edu](mailto:chernandez4@ewu.edu)
- Athletics: Wes Sohns, Assistant Athletic Director- Training Services, (509) 359-6971, [wsohns@ewu.edu](mailto:wsohns@ewu.edu)
- Health Sciences Building (Spokane):
  - Dental Hygiene: Lisa Bilich, Chair, (509) 828-1295; [lbilich@ewu.edu](mailto:lbilich@ewu.edu)
  - Communication Sciences: Lesli Cleveland, Chair, (509) 828-1328; [lcleveland@ewu.edu](mailto:lcleveland@ewu.edu)
  - RIDE: Art DiMarco, Director, (509)828-1290; [adimarco@ewu.edu](mailto:adimarco@ewu.edu)
  - Physical Therapy: Dan Anton, Chair, (509)828-1375; [danton@ewu.edu](mailto:danton@ewu.edu)
  - Occupational Therapy: Lucretia Berg, Chair, [lberg7@ewu.edu](mailto:lberg7@ewu.edu)
- Bellevue Location Site Supervisor: Laurie Charles, Bellevue Site Manager (425) 828-1393; [lcharles@ewu.edu](mailto:lcharles@ewu.edu)
- Everett Location Site Supervisor: Nancy Fagan, Program Coordinator (425) 405-1625; [nfagan@ewu.edu](mailto:nfagan@ewu.edu)
- Vancouver Location Site Supervisor: Jodi Kerbs, Director – Vancouver MSW/BASE Program (425) 828-1393; [jkerbs@ewu.edu](mailto:jkerbs@ewu.edu)
- Emergencies: Annika Scharosch, AVP for Civil Rights, Compliance and Enterprise Risk Management cell (509) 359-0887; [ascharosch@ewu.edu](mailto:ascharosch@ewu.edu)

## Questions or Concerns

EWU employees who have questions about COVID-19 plans may contact their location's Site Supervisor or Dr. Lutey using the contact information above.

Employees, students, and community members may also submit questions or concerns through an online form at: [https://inside.ewu.edu/rcp/risk-management/covid19\\_concerns/](https://inside.ewu.edu/rcp/risk-management/covid19_concerns/). Employees are protected from being retaliated against for raising safety or health care concerns.

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## RESUMING FACE-TO-FACE ACTIVITIES

### Academic / Instructional Activities

Except for specific activities approved in advance by the Provost, all instructional activities will remain online until further notice. Exceptions are made for those type of activities where a face-to-face component is essential to an accreditation requirement or learning outcome.

EWU Academic Departments/Programs must submit an application to resume face-to-face activities. The application form and instructions are online at: <https://inside.ewu.edu/academic-affairs/application-process/>. Once submitted, proposals flow to the department chair, the dean, and then to the Provost's Academic Face to Face Learning and COVID (AFFLAC) Committee. Upon approval by AFFLAC, requests will then be reviewed by Compliance and Risk Management before submission to the Provost's Office for approval. Questions about this process should be sent to [afflac@ewu.edu](mailto:afflac@ewu.edu).

### Non-Academic Activities

Requests for non-academic face-to-face activities must be reviewed by Compliance and Risk Management for appropriate safety measures, mitigation strategies, and compliance and ultimately approved by the appropriate vice president.

For events that are scheduled using Presence, the SAIL office and/or Event Planning will ensure that requests are coordinated with Risk Management for review. Risk Management performs such reviews based on requirements established by federal, state and local authorities and on guidance provided by the appropriate Vice President.

Requests for non-academic face-to-face activities, which are not submitted through Presence, may be submitted by email to [riskmanager@ewu.edu](mailto:riskmanager@ewu.edu).

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## SAFETY PROTOCOLS

### Building Access and Signage

Access to many EWU facilities remains limited. Information about available campus services and facilities may be found on the EWU coronavirus website at

EWU facilities shall display signage at entrances and within facilities, as appropriate, with content addressing proper hygiene & sanitization, physical distancing, PPE/facial covering requirements, information for reporting concerns, and instructions to stay home if feeling sick.

### COVID-19 Safety Training

#### Employees and Students

Before returning to campus or within the first day of returning to work/class, all employees and students must complete EWU's COVID-19 safety training, available on Canvas. This includes students who are participating in an internship, clinical or practicum. For volunteers/guests who are not EWU employees or students but who are participating in on-campus activities or courses, the department will email each person a Covid-19 training document which they must go through before coming into any EWU facility.

Employee & Student Training: <https://canvas.ewu.edu/courses/1186202>. A copy of the training materials is available on the Risk Management website.

#### Visitors, Vendors and Contractors

Prior to entering EWU campus facilities, outside vendors and contractors must review the vendor guidelines available at <https://inside.ewu.edu/rcp/risk-management/covid-19-vendors-visitors/>. Activities that involve outside visitors are discouraged. Spectators are not allowed. .

#### Content:

All training materials include information on:

- 1) The signs, symptoms, and risk factors associated with COVID-19
- 2) How to prevent the spread of the coronavirus at work, including the importance of personal responsibility to engage in effective handwashing, covering coughs and sneezes, not touching one's face, and the importance of social distancing
- 3) Process for daily screening and sick employee protocols
- 4) Mask requirements, how to wear a mask, and how to properly care for a cloth mask.
  - a) Masks must be worn inside all buildings unless a student is alone in their residence or an employee is working alone in an office.
  - b) High exposure risk (custodial or law enforcement working with a person who has tested positive for COVID-19)- must use a N95 mask or similar form of protection and receive specialized training from Environmental Health & Safety)
- 5) In cases where employees may share items such as tools, equipment, or devices, employees should wear disposable gloves, where safe and applicable, to prevent transmission of the virus on tools and items that are shared. Disposable gloves should be discarded after a single use.

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## Physical Distancing

For most activities, physical distancing of at least 6-feet of separation must be maintained by every person in EWU facilities at all possible times. Workspaces must be rearranged, if necessary, to ensure there is six feet of distance between work spaces.

When strict physical distancing is not feasible for a specific activity, other prevention measures are required, such as use of barriers, minimize employees and students in narrow or enclosed areas, stagger breaks, and deliver programs in shifts or cohorts. Also, in instances where the 6-foot separation cannot be maintained, Departments/units will implement appropriate measures (e.g. barriers, additional PPE, other controls) prior to commencing to reduce the risk of exposure. Some activities require more than 6-feet of separation. All of these activities, including intercollegiate athletics, fitness center activities, and certain musical activities, have separate safety protocols that supplement this document.

Departments should identify “choke points” and “high-risk areas” where employees/students typically congregate and control them so physical distancing is always maintained. For those buildings where there are higher concentrations of students, Facilities has building access signs available to direct the flow of traffic to reduce the number of people in a particular space.

Minimize interactions during class activities; ensure minimum 6-foot separation when at all possible by furniture placement, physical barriers, and/or demarking floors with tape. Facilities is available to assist with floor signs to emphasize the need for spacing. Limit the number of students based on class size and activities to allow for 6-foot separation.

To the extent practical, allow only one group/class at a time at the same location/lab/classroom.

In-person meetings are discouraged. If a meeting is held in-person, the room must be arranged in such a way to assure that at least six feet of space separates all participants.

Social gatherings are limited to 5 people during Phase Two and the event must be designed to ensure 6-feet of separation between participants. Business meetings may include more than 5 people as long as there is a minimum of 6 feet of distance between participants at all times.

**Lunch and Breaks:** Maintaining 6-feet of separation is especially important when individuals are eating since it is impossible to wear face covering at that time. Only family members and those who share a bedroom may be within 6 feet of one another.

**Staggered Shifts:** Employee shifts should be scheduled so that the minimum number of people are present at any given time. Staggering employee start times will lead to staggered breaks without any additional scheduling.

**Staggered Breaks:** Employee breaks may be staggered so that there is no congestion in break/lunch areas.

**Empty Room Use:** Conference rooms, classrooms, or offices that are not occupied may be used to allow employees and students to have separate areas for breaks.

**Scheduling:** EWU satellite programs will work with host facilities, as needed, for scheduling classrooms and other shared spaces and for monitoring the use of shared spaces.

## Vehicle Use

To ensure physical distancing, **only one staff member is allowed per university vehicle**. The staff member using the vehicle must disinfect the vehicle when they are done using it and before anyone else can use the vehicle. See Vehicle Cleaning in the Sanitization section below for cleaning protocols.

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Facial coverings or respirators must be worn in vehicles that will be shared during a work shift and the windows should be left open to increase ventilation. If at least two hours will elapse between different users, facial coverings are not necessary.

## Facial Coverings

**Facial coverings must be worn at all times by every employee, student, or other person while in EWU facilities, and by all visitors, patients and clients when inside a building, except for those receiving dental services, unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Employees and students who reside on campus are not required to wear facial coverings while in their individual dorm rooms unless a visitor is present or if they are working alone. See Appendix F for specific rules pertaining to campus housing and off-campus student congregate housing.

Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the [Department of Health guidance](#).

**Facial coverings must always cover the wearer's mouth and nose to be effective.**

Persons who cannot wear a facial covering because of health reasons must request a Reasonable Accommodation. To request reasonable accommodation, employees must contact Human Resources and students must contact Disability Support Services.

## Personal Protective Equipment (PPE)

EWU shall provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate or required to employees and students for the activity being performed. Appropriate PPE must also be made available to students.

PPE is provided based on the expected amount of contact the employee/student must have with other people or the potential for working in a hazardous condition. Anyone who is issued PPE will receive in-person training and/or written instructions explaining how and when to use their PPE. Instruction will be provided for inspecting PPE before using and for PPE decontamination and storage or disposal.

Employees who need to use respirators (N95, half-face, or full-face) will be enrolled in the EWU Respiratory Protection Program and be required to follow the procedures in that program.

If appropriate PPE cannot be provided by EWU, the activity is not authorized to commence.

## Hygiene

Each person is expected to maintain hand hygiene and respiratory etiquette to reduce the likelihood of infections.

Employees and students are encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.

Employees and students shall ensure that shared tools and other equipment are be wipe sanitized between users. Use disposable gloves where safe and applicable to prevent transmission on tools or other shared items.

If an employee reports feeling sick and goes home, the area where that person worked shall be immediately disinfected.

Containing coughs and sneezes is important to stop the spread of disease. Community members should cough/sneeze into a tissue if possible. The tissue should be immediately thrown away and hands should be

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washed or sanitized with a hand sanitizer (hand hygiene). If a tissue is not available, cough or sneeze into your bent elbow and perform hand hygiene.

Face coverings help to contain coughs and sneezes but a tissue or elbow should still be used, on top of the mask, for maximum protection.

## Elevators

All elevators at EWU have signs indicating occupancy is limited to one person at a time.

## Sanitation and Cleanliness

Soap and running water are available throughout EWU buildings for frequent handwashing.

Alcohol-based hand sanitizers with at least 60% alcohol are also available in many locations within EWU buildings; however, hand sanitizers should not replace regular hand washing.

Required hygienic practices shall be posted in areas visible to all employees, students, and community members. Practices shall include not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

Departments shall make disinfectants available to employees and students throughout EWU facilities ensure cleaning supplies are frequently replenished.

Custodial services for satellite locations are provided by the host institutions in accordance with their health and safety standards.

## Cleaning and Disinfecting

Custodial staff at every location are working hard to keep common areas clean and disinfected. Custodial frequently sanitizes high touch surfaces such as doors, elevators, and bathrooms. However, EWU departments are expected to keep their labs and individual workspaces clean. This section contains information about what is expected of EWU staff and students.

### Staff Cleaning

EWU employees are expected to clean and disinfect their personal work spaces regularly. Departments shall ensure that adequate cleaning and sanitizing materials are available. Employees are strongly encouraged to sanitize break areas or other common areas after using the area. Departments should ensure cleaning supplies are readily available for this purpose.

### Student Cleaning

Students are expected to disinfect lab and classroom space after each use. Departments must provide disinfecting supplies for students. Students in housing are expected to disinfect shared spaces, such as kitchens, each time after they use the space.

### Vehicle Cleaning

Commonly touched surfaces in vehicles must be cleaned and disinfected at the start and end of each day and between users. Cleaning information comes from the CDC's recommendations for [Cleaning and Disinfection for Non-emergency Transport Vehicles](#). Use disposable gloves while cleaning and disinfecting. Follow

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manufacturer's instructions for additional PPE as needed. Doors and windows should be opened during the process to make sure there is enough fresh air in the vehicle.

## Appropriate Cleaning Techniques

**Hard Surfaces:** Hard non-porous surfaces should be cleaned with detergent or soap and water if the surfaces are dirty. Surfaces must be clean before disinfection to allow the disinfectant to work.

Surfaces should be disinfected with:

- A disinfectant from the [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#), following the manufacturer's instructions for concentration, application, and contact time
- A solution of at least 70% alcohol, the surface must remain wet for at least 30 seconds

**Soft or Porous Surfaces:** Remove any visible contamination, if present, and clean with an appropriate cleaner indicated for use on these surfaces. After cleaning, use EPA approved products (see link above) and that are suitable for porous surfaces. Follow manufacturer's instructions for concentration, application, and contact time.

**Electronic Surfaces:** Remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

## Dining Services

Dining services has a limited number of dining facilities open at this time. Dining services complies with all of the Governor's requirements and has implemented other internal safety protocols, including:

- Limiting occupancy to more than 50% and placing floor markings to keep physical distance while patrons are standing in line or waiting for food
- Tables and seating areas are at least 6 feet apart and only one person is allowed at each table
- All transactions are cashless
- Surfaces are routinely sanitized
- Patrons are required to wear masks at all times except when eating or drinking
- No self-serve buffet setups

## Housing

Housing is open on campus on a limited basis. To minimize the spread of COVID-19, Housing has implemented the following:

- Except in apartments and townhouses, occupancy is limited to one student per room
- Students must wear a mask at all times except when they are in the shower or alone in their bedrooms
- No outside visitors are allowed
- Students may not have more than one visitor in their rooms
- Any housing activities are limited to gatherings of 5 people or less
- Students are required to sign up in advance to use shared common areas such as laundry rooms and kitchens to keep occupancy limited and maintain physical distance

## Travel

Employees should avoid any non-essential travel for university purposes. Employees should self-quarantine consistent with local public health guidelines after any high risk travel as defined by the CDC. Employees and students should comply with the Governor's guidelines for travel.

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## SELF-SCREENING AND DAILY SYMPTOM CHECKS

### Symptom Self-Screening

Employees and students are required to stay home or leave EWU facilities when feeling sick or when they have been in close contact with a confirmed positive case.

Employees/students with COVID-19 symptoms, as described below, that cannot be attributed to another health condition are not permitted in EWU facilities. Entrance to all EWU buildings (or locations within a host facility) should display this information. Employees and students are required to stay home until the symptoms subside. Employees can choose to telecommute or use accrued available leave.

Employees/students shall check their temperature and assess themselves for COVID-19 symptoms each day before coming to campus. Employees and students must complete a daily attestation form as outlined below.

Employees/students must report to their supervisor/instructor if they develop symptoms of COVID-19. If symptoms develop during a shift, the employee/student should be immediately sent home. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until their symptoms have subsided or they have been evaluated by a healthcare provider.

### COVID-19 Symptoms

Employees and students are prohibited from entering EWU facilities with:

Any of the following symptoms:

- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever (100.4° F or higher)
- Chills or repeated shaking with chills

Or at least two of the following symptoms:

- Cough
- Sore throat
- Muscle pain (that may not have been caused by a specific activity such as physical exercise)
- Headache
- Fatigue
- Diarrhea/vomiting/nausea

### Daily Self-Attestation & Screening

Employees and students are required to attest that they do not have COVID-19 symptoms each day before or upon arriving on campus.

For most EWU employees/students, daily attestation is done online through the “Daily Symptom Check” link on the Inside EWU homepage ([inside.ewu.edu](http://inside.ewu.edu)) or by using the QR code that is displayed at most campus locations. Attestation information is also included on the log-in screen for university computers or those people accessing a university computer system. Additionally, signage on each building indicates that by entering an EWU facility, a person attests that they do not have any of these symptoms that cannot be attributed to another health condition.

Host facilities’ safety personnel shall have access to EWU locations on their campuses for the purpose of observing adherence to safety protocols.

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## REPORTING AND CONTACT TRACING

### Reporting COVID-19 Cases

If an employee/student becomes aware of a university community member who has a confirmed case of COVID-19, is experiencing COVID-19 symptoms, is being tested for the virus, or is a close contact of someone with COVID-19, this information should be reported immediately by using the online reporting form at [www.ewu.edu/reportcovid](http://www.ewu.edu/reportcovid) or by phone to 509-359-6900.

### Employee with COVID-19

If an employee tests positive for COVID-19, the employee must immediately notify their supervisor and remain home for at least 10 days after symptoms began and at least 24 hours after symptoms subside or for the duration of the recommended quarantine status from a medical provider/health district, whichever is longer. Supervisors must immediately report the case using the online form at [www.ewu.edu/reportcovid](http://www.ewu.edu/reportcovid). To support employees' privacy, supervisors shall not discuss reports of possible COVID-19 with other employees.

### Students with COVID-19

If a student tests positive for COVID-19, the student must immediately notify the university at [www.ewu.edu/reportcovid](http://www.ewu.edu/reportcovid) and remain home for at least 10 days after symptoms began and at least 24 hours after symptoms subside or for the duration of the recommended quarantine status from a medical provider/health district, whichever is longer. To support students' privacy, faculty and staff should not discuss reports of possible COVID-19 with other students or employees who are not part of the COVID-19 response.

### COVID-19 Exposure On-Campus

If an employee, student or visitor notifies EWU that they have a confirmed case of COVID-19, , EWU will assist the local health department with contact tracing. In addition to any notifications by the local health district, EWU will provide notice to all employees and students who were in close contact with the person with a confirmed case of COVID-19 during their infectious period. This notification will include information about isolation and quarantine requirements. Close contact is defined as being within 6 feet of someone who was infectious for a cumulative amount of time of 15 minutes or more over a 24-hour period. EWU will keep the name of the person with the confirmed COVID-19 case confidential when sharing information with close contacts. EWU will provide such information to the local health district.

### EWU Notifications

In addition to notifications by the SRHD, Human Resources/HWPS will notify fellow employees/students of their possible exposure to COVID-19 but maintain confidentiality as required by the Americans with Disabilities Act. EWU will provide such notifications according to the EWU COVID-19 Notification Protocols shown at Appendix A. EWU will keep the name of the person with the confirmed COVID-19 case confidential when sharing information with close contacts. EWU will provide such information to the local health district. Information about the number of confirmed cases on campus and in the Cheney community is available at: <https://inside.ewu.edu/rcp/risk-management/covid-19-stats/>.

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## WSU Reporting

For all cases of COVID-19 involving a person who has been in an EWU facility located on WSU's Spokane Campus during the person's infectious period, EWU's Risk Management department will immediately notify Jon Schad, Senior Facilities Executive or Jacquelyn McCord, Safety and Security Manager, WSU HRS Administrator, Laura Hamilton, and WSU Chief of Staff, Margaret Holt.

Laura Hamilton will liaison between the campus and the Spokane Regional Health District regarding any information about the case and outcome of any test results or direction provided by the public health officer. Laura will notify EWU's Risk Management regarding any information about the reported case.

## Other Satellite Campus Reporting

For all suspected cases of COVID-19 involving a person who has been in an EWU facility in Bellevue, Everett, or Vancouver, the location Site Supervisor will immediately notify the COVID-19 contact for the host institution.

## Location Logs

To help facilitate contact tracing, departments are encouraged to keep track of employees, students, and visitors who access a building. For academic activities, faculty members are required to take attendance daily and are encouraged to have assigned seating. For athletic activities, athletics' staff tracks student athlete participation. Similar location logs will be maintained by the University Recreation Center. For other locations on campus, a QR code is available for people to fill out a symptom attestation and log their entry. The logs created from the QR codes are maintained centrally and will be retained for at least four weeks. Visitors are strongly discouraged.

## Site Decontamination & Exposure Response

The COVID-19 Response Team will immediately notify EWU Custodial Services of the need to sanitize areas where someone with COVID-19 may have been during their infectious period.

If a student needs to move to isolation or quarantine facilities, there is a section below outlining what steps will be followed. The student's regular room will be locked and no person, including facilities maintenance employees, shall enter that room until the student is released.

For satellite locations, custodial staff of the host institution should clean and sanitize the identified areas. The host institution contact should then notify EWU when the work is completed and ready for occupancy. EWU staff at a satellite location should report issues with host institutions to their department/program. Unresolved issues should be reported to the EWU Risk Management office.

EWU will follow all recommendations from the local health department if someone who has been on campus is diagnosed with COVID-19 or has been isolated because of contact with someone who has COVID-19.

EWU community members are expected to follow any instructions they receive from the health department.

Closures: If a facility must be closed, such as by order of the Health District, EWU will assess what its options are depending on the length of the closure. If the closure is at a satellite location, EWU will work with the host institution to notify faculty and students of the closure and look to reschedule classes. If the closure will be more than a few days, EWU will work to identify whether there are alternative locations for students to engage in the necessary learning and/or whether activities can be moved to an online model.

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## TESTING, QUARANTINE & ISOLATION

### Testing

EWU encourages people who are experiencing symptoms associated with COVID-19 or who are close contacts to someone with COVID-19 to be tested. Information about testing locations is available at: [www.ewu.edu/coronavirus](http://www.ewu.edu/coronavirus) or <https://srhd.org/covid-19-drive-through-screening-clinic>. Currently, EWU is not providing or requiring testing for the general university community. Those individuals involved in intercollegiate athletics may be subject to testing requirements consistent with NCAA directives.

### Quarantine

If someone has been exposed to COVID-19 by being in close contact with someone who has COVID-19, the individual must quarantine. A close contact is someone who has been within 6 feet of someone who was infectious for a cumulative amount of time of 15 minutes or more over a 24 hours period. Quarantine means to stay home and away from others. The quarantine period is 10 days from the last date of exposure as long as no symptoms have developed. This period can be shortened to 7 days with a negative COVID test and no symptoms. The test can be done no earlier than day 5 after the last contact with a positive case. If a person later becomes symptomatic or tests positive, the person must then start a period of self-isolation. The quarantine period may be longer if a person resides with someone who is in isolation.

### Isolation

If someone has COVID-19 symptoms or has tested positive for COVID-19, the person must self-isolate. Isolation means to stay home and away from others. In accordance with directions from the Washington State Department of Health and the Spokane Regional Health District, a person must isolate until the following conditions are met:

- 10 days after the onset of symptoms or a positive test;
- Symptoms must be improving; and,
- Person must not have had a fever for the past 24 hours without the use of medications.

### Quarantine & Isolation Space

EWU has set aside Dryden and Streeter Hall for the purpose of isolating and quarantining students, staff, and students who live off campus who cannot isolate or quarantine in their usual place of residence. Dryden is identified for isolation and Streeter for quarantine. Health and Wellness (HWPS) will manage the use and needs of persons placed in Dryden and Streeter hall for the purpose of minimizing widespread transmission on campus.

Upon receipt of a report of a case, Health and Wellness reaches out to the person to conduct case investigation and initiate protocols to move the person to isolation. Health and Wellness, based on guidance from the SRHD, is responsible for determining whether a person should be moved to Dryden and Streeter, whether they should be placed in quarantine or isolation, or whether they should isolate in their usual place of residence. Health and Wellness will contact persons directly and will communicate what steps the persons must take. Through this process, close contacts of the case will also be identified. HWPS will provide persons with information on expectations and what they need to bring with them to Dryden or Streeter, as well as contacts if they need support while in Dryden or Streeter.

If a non-resident student is interested in accessing quarantine or isolation housing, they should contact HRL at [housing@ewu.edu](mailto:housing@ewu.edu) or at 509-359-2451. Non-resident students who move to Dryden or Streeter Hall for quarantine or isolation will be charged for the costs of housing and support services.

### HWPS will:

Step #1: Contact Housing and Residential Life (HRL). HRL will maintain a list of rooms available in Dryden and Streeter and their cleaning status. This information will be available to limited supervisors within Custodial who will keep the cleaning status of each room up-to-date. HRL will initiate the room assignment and card access in Dryden and Streeter and arrange to pick up room key. If a resident student is being moved to Dryden or Streeter,

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HRL will remove the student's access to their regular room. The student's regular room will be locked and will not be accessed or cleaned by custodial. HRL will provide relocated students with a box to move their belongings to Dryden or Streeter. If a student is unable to move their own belongings, HRL will contact Trucking to facilitate a move during Trucking's regular business hours. If a report is received out of regular business hours, EWU will ask the person to isolate in place until the next morning.

Step #2: Contact Custodial. HWPS will notify Custodial of the spaces where the person has been during the potentially infectious period (generally 48 hours prior to developing symptoms or testing positive if asymptomatic). Custodial will begin the sanitation process. This will initiate cleaning of any common spaces in the home residence hall, as well as notification of custodial and maintenance of potentially infected spaces. This will also bring trucking into the loop for delivery of food as needed. Custodial protocols for cleaning in such situations are contained in Appendix B.

Step #3: Contact Risk Management. Risk Management will coordinate whether or not notifications need to be sent to campus and/or certain groups of people. Risk Management will coordinate with Human Resources as needed if staff or faculty are determined to be close contacts. Risk Management will also update the Executive Leadership Team and update COVID-19 statistics.

Step #4: Contact Dining Services. This will help dining services know how many students are in Dryden or Streeter and which rooms they may be providing food to. Dining will provide HWPS with a pdf of ordering process that can be given to a person when they move into Dryden or Streeter. Persons in Dryden or Streeter are responsible for placing orders as outlined below.

Step #5: Student Care Team. HWPS will fill out an ICare form for each student who needs additional support, such as academic modifications. Otherwise, SCT will check in with student later and can help determine if any resources or accommodations may be needed.

## **Daily Check in and Symptom Check**

HWPS will check in daily with persons in Dryden and Streeter to monitor symptoms and progress, identify support resources and determine end date for quarantine or isolation. For students that need more support, an ICare form will be completed.

## **Food**

Persons that complete the online order form for dining services by the applicable deadline for that day and will have food delivered to them the following day by 1pm. Persons can use either their meal plan or credit/debit card to pay for food. For persons that need help with this, they will be connected with the Student Care Team. Meals for persons in isolation will be delivered to the appropriate drop off location in Dryden. Meals for persons in quarantine will be delivered to their door.

## **Emotional Support or Service Animals**

Persons may bring their emotional support or service animals into Dryden and Streeter and utilize the outdoor spaces provided. Persons are expected to clean up after their animals.

## **Movement by Persons in Streeter**

Based on whether the person is in quarantine or isolation, they will have access to an outdoor area. The area will be roped off to identify the space. Persons that are in isolation or quarantine may access the fenced outdoor area, but should wear masks and remain physically distanced from any other persons in that space at the same time.

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## EMPLOYEE & STUDENT ISSUES

### Alternative Arrangements

For those university operations that can be performed from a remote location, EWU continues to encourage employees to explore telecommuting options. Requests for telecommuting will be evaluated in accordance with EWU Policy 401-09 (Telecommuting).

At this time, employees who do not wish to return to work due to concerns related to campus safety, must contact their supervisor to discuss telework or leave options. The university shall, as much as possible, give priority consideration for students/personnel who are considered high-risk/vulnerable as defined by public health officials.

If an employee does not feel like working on campus is safe, is not in a high-risk group, and is not authorized to telecommute, the employee may use applicable accrued leave or apply for unemployment benefits.

For those employees who identify themselves as being in a high-risk group, and do not feel safe returning to campus, employees should contact Human resources to explore available options such as teleworking, reassignment, or social distancing measures.

Details of alternative arrangements can be found on EWU's Human Resources website at [www.ewu.edu/hr](http://www.ewu.edu/hr).

### Enforcement

All EWU employees and students are required to comply with COVID-19 safety protocols until the Governor of Washington announces that the threat has been reduced and these measures are no longer needed. Concerns about someone on campus not complying with the COVID-19 safety protocols may be reported online at: [https://inside.ewu.edu/rcp/risk-management/covid19\\_concerns/covid-19-issues/](https://inside.ewu.edu/rcp/risk-management/covid19_concerns/covid-19-issues/).

Failure of employees/students to comply will result in employees/students being sent home during the emergency actions, for example if an employee/student refuses to wear the appropriate facial covering. Faculty will be responsible for monitoring their students' adherence to safety measures while participating in labs or classes.

For any course where there is approved face-to-face interaction, faculty must include language in their syllabi indicating that compliance with these safety protocols is mandatory and failure to abide by such protocols may result in a student's removal from the lab/class and a referral to Student Rights and Responsibilities.

If students refuse to abide by the COVID-19 safety protocols, they should be reminded of the protocols and asked to comply. If the students refuse to comply, they should be removed from the lab/class on an emergency basis due to the threat to other's health and safety. Students may also be referred to Student Rights and Responsibilities for possible discipline for failure to follow a university directive.

Reports of a student or student organization's failure to follow university directives related to COVID-19 or the Governor's proclamations are handled by the Office of Student Rights and Responsibilities. Appendix F outlines the enforcement actions SRR will take regarding complaints against students, sororities and fraternities, and other recognized student organizations.

If students indicate they are not able to comply with the protocols due to medical or disability-related reasons, they should be referred to Disability Support Services to request an accommodation.

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## DEPARTMENT PLANS

Many departments at EWU that have face-to-face activities have additional, department-specific COVID protocols. These departmental plans supplement this overall Safe Back to School Plan.

### WHAT TO DO IF YOU SUSPECT YOU HAVE COVID-19

The Department of Health recommends you take the following steps if you believe you have COVID-19:

- Stay home except to get medical care. Do not come to campus.
- Isolate yourself from other people and animals in your home. Avoid sharing personal household items.
- Call ahead before visiting your medical provider.
- Wear a face covering. Cover your coughs and sneezes.
- Wash your hands and clean “high-touch” surfaces every day.

Individuals who have a suspected or confirmed case of COVID-19 must continue home isolation until:

- 24 hours have passed since resolution of fever without the use of fever-reducing medications;
- Symptoms are improving; AND
- At least 10 days have passed since symptoms first appeared or the person tested positive (whichever came first).

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## APPENDIX A

### COVID-19 Notification Protocols

Upon receipt of a report of a possible case of COVID-19, the COVID-19 Response Team will contact the potentially impacted individual to ascertain when their symptoms began, if they have been tested, where they have been on campus, and who they might have been in close contact with. EWU will follow its contact tracing protocols and the procedures identified above for advising employees and students to quarantine or isolate. Additional information about when EWU will notify someone of a positive case on campus is contained in the table below.

		EWU Notifications				
		Reported Case	Close Contact	In the Same Space	Building	Campus
EWU Receives Covid-19 Report	Close Contact* to Symptomatic Person	Reach out	No	No	No	No
	Person Does Not Have Symptoms but Close Contact to Someone Being Tested	Reach out	No	No	No	No
	Person Has Symptoms and Close Contact to Someone Being Tested	Yes- Quarantine Notice	No	No	No	No
	Close Contact to Confirmed Positive Case	Yes- Quarantine Notice	No	No	No	No
	Symptomatic Person	Reach out	No	No	No	No
	Person Does Not Have Symptoms and is Being Tested	Reach out	No	No	No	No
	Has Symptoms and is Being Tested	Yes- Quarantine Notice	Yes- Quarantine Notice	Possibly- Depends on Specific Circumstances	No	No
	Positive Case	Yes- Isolation Notice	Yes- Quarantine Notice	Possibly- Depends on Specific Circumstances	No	No
	Multiple Positive Cases Within a Unit**	Yes- Isolation Notice	Yes- Quarantine Notice	Yes- General Notification	Yes- General Notification	Possibly- Depends on Specific Circumstances

**In addition to all of the notifications identified above, EWU may send out notifications to other groups or in particular circumstances depending on advice received from Spokane Regional Health District.**

\* "Close contact" means being within 6 feet of an individual for 15 or more minutes during the infectious period. A person is considered infectious two days prior to showing symptoms or two days prior to a positive test if asymptomatic.

\*\* "Unit" means a group of people that interact. It may include a team, dormitory floor, or department.

# COVID-19 Safe Back to School Plan

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## APPENDIX B

### Facilities' Response Protocols

#### Landscape Maintenance

##### Procedures:

Landscape maintenance staff are to follow all university safety protocols as provided by the Emergency Management Plan and university authority. In the event of a pathogenic driven campus reduction, closure, etc., Landscape Maintenance staff will perform the following functions.

- Assist with sanitation of campus areas using back packs and 100-gallon sprayer to sanitize exterior touch points of buildings e.g. (Handrails, bike racks, door handles, benches, tables.)
- Complete snow removal duties and set up barricades as needed.
- Each employee will sanitize touch points at the beginning of their shifts at work stations, entries to their work site, and in campus vehicles that are to be used. Examples of touch points are (Door knobs, computer mouse, computer keyboard, vehicle controls and steering wheel). This procedure is meant to protect employees and lessen the spread of disease.
- Assist other departments as needed for response.

#### Trucking Services

In the event of a pathogenic driven campus closure the University Trucking department will be responsible for removing campus waste as well as performing any campus deliveries that become necessary. Monitoring of the University Fuel Farm will be completed by the Transportation Supervisor. Truck Driver 1's may be called upon to complete other duties as needed.

##### Procedures:

Department staff are to follow all university safety protocols as provided by the Emergency Management Plan and university authority.

In the event of a pathogenic driven campus reduction, closure etc., university Truck Driver 1's should follow certain procedures while undertaking their duties in the case of a campus closure in response to pathogenic outbreak.

- Each employee will sanitize touch points at the beginning of their shifts at work stations, entries to the Recycling Center, and in campus vehicles that are to be used. Examples of touch points are (Door knobs, computer mouse, computer keyboard, vehicle controls and steering wheel). This procedure is meant to protect employees and lessen the spread of disease.
- Refuse and recycling pick up will require the use of puncture resistant gloves. After each removal puncture resistant gloves should be wiped down with sanitizing wipes which will be provided and present in vehicle.
- The Transportation Supervisor will monitor the Fuel Farm and sanitize touch points regularly on pumps.
- Delivery of meals for students in Quarantine and Isolation following all safety procedures in Appendix C.

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## Custodial Services

### Procedures:

Department staff are to follow all university safety protocols as provided by the Emergency Management Plan and university authority.

In the event of a pathogenic driven campus reduction, closure etc., Custodial Services phase one response meaning no active cases on campus.

- All hand sanitizer being changed to 60%-70% alcohol-based sanitizer. Units changed over will be identified with a 70% alcohol sticker.
- Staff being trained from a spray and wipe to wipe bucket system increasing dwell time for better disinfection.
- Restrooms and showers are getting regular disinfection and increased regular deep cleaning.
- All touch surfaces being wiped or sprayed with approved disinfection methods. This includes doors, door handles, push bars, classroom chairs, handrails, hallway chairs arm, seat and backs, table tops and flat surfaces.
- Protexus static disinfection equipment is being used Monday-Friday throughout our buildings including housing. Offices will be done by request only by calling 2245 to place a work order and an appointment will be arranged.
- Treating conference rooms and scheduled event areas with PROTEXUS prior to and after events.

### Reported possible illness

- Staff will be assigned from the response team to Protexus the surrounding common area. This will help eliminate any possible issues.
- Focus points will be all touch points, desks, chairs, walls and floors.
- Once complete a follow up inspection of the area will determine if additional cleaning is needed.

### Housing Specific Plans

- For students who are relocated to Streeter Hall for quarantine, we are asking that they take only clothes and phone/TV/Laptop and bedding and linens if they choose. Linen packets are in each study room on each floor if students prefer to use EWU bedding and linens which include sheets, blanket, pillows, towels etc. If students are quarantined in place we will provide garbage bags for them to use and set outside their door for us to take out instead of having a spot everyone is walking to.
- If a student is moved to a quarantine or isolation space. We will not enter the room they vacated. The virus will be gone after the 14-day absence and will not need disinfecting.

# COVID-19 Safe Back to School Plan

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## Custodial Services (Response Levels)

### COVID-19 (Corona Virus)

#### Custodial services phase one response meaning no active cases on campus.

- All hand sanitizer being changed to 60%-70% alcohol-based sanitizer. Units changed over will be identified with a 70% alcohol sticker.
- Staff being trained from a spray and wipe to wipe bucket system.
- Restrooms and showers regular disinfection, increased regular deep cleaning.
- All touch surfaces being wiped or sprayed with approved disinfection methods. This includes doors, door handles, push bars, classroom chairs, handrails, hallway chairs arm, seat and backs, table tops and flat surfaces.
- Protexus static disinfection equipment is being used Monday-Friday throughout our buildings including housing. Offices will be done by request only by calling 2245 to place a work order and an appointment will be arranged.
- Treating conference rooms and scheduled event areas with PROTEXUS prior and after event.

#### Reported possible illness

- Staff will be assigned from the response team to Protexus the surrounding commonly used spaces. This will help contain any possible issues.
- Focus points will be all touch points, desks, chairs, walls and floors.
- Once complete a follow up inspection of the area will determine if addition cleaning is needed.

#### Housing Normal Operation

- Daily disinfecting of all touch surfaces, restrooms, showers, lounges and study area.
- Protexus is being used in the hallways for all door knobs, handrails, staircases, trash cans along with elevator wipe downs.

#### Housing Student quarantine and or isolation

- In the event a student is quarantined the common area affected will be cleaned and disinfected. Not their individual room. The following will take place.
- Student moved to Streeter (Quarantine & Isolation building).
- Student to take clothes, T.V, phone, laptop and bedding and linens if they prefer their own.
- Linens and bedding is provided in each study room in Dryden and can be used if preferred by student.
- Custodial will provide another set of EWU linen if requested during their stay, they will be asked to place used linen in plastic bag that they received the linen in and place outside their door. We will not launder their personal bedding.

Custodial will follow proper PPE when picking up linens.

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## APPENDIX C

### Dryden & Streeter Halls

#### Dryden Isolation (COVID-19)

In the event campus residents test positive for Covid-19 they will be housed in isolation by the campus Residential Life Department in Dryden Hall. Details are as follows:

- Students will be assigned solitary rooms.
- Students will be allowed access to an assigned outdoor area on the southeastern corner of the building. It will be roped off to identify the space.
- Bathrooms will be assigned by gender. (Every other bathroom stall will be blocked off)
- Meal drop off location will be room L-201
- Students will be able to bring their own linens or can choose to be assigned linens. Linens for use will be stored in the west side lounge of each floor. If an additional set of linen is needed during their stay, the student would place the soiled linens in the bag that the new set came out of and set outside their door for pickup. The bags will be marked with date they are collected and stored in the custodial cage space across from the elevators. After 1 week they will be moved to Dressler Hall for laundering.
- Whenever possible rooms will be closed off and allowed to sit unoccupied for 24 – 48 hours prior to entry by staff for cleaning and removal of linens.

#### Streeter Quarantine (COVID-19)

In the event campus residents have been exposed or are exhibiting symptoms of Covid-19 which has not been confirmed they will be housed in quarantine by the campus Residential Life Department in Streeter Hall. Details are as follows:

- Students will be assigned solitary rooms.
- Students will be allowed access to a fenced outdoor area on the adjacent southern portion of the quarantine space. It will be roped off to identify the space.
- Meals will be delivered to door of quarantined student.
- Students will be able to bring their own linens or can choose to be assigned linens, linens for use will be stored in the west side lounge of each floor. If an additional set of laundry is needed during their stay, the student would place the soiled linens in the bag that the new set came out of and set outside their door for pickup. The bags will be marked with date they are collected and stored in the custodial cage space across from elevators. After 1 week they will be moved to Dressler Hall for laundering.

Whenever possible rooms will be closed off and allowed to sit unoccupied for 24 – 48 hours prior to entry by custodial staff for cleaning and removal of linens.

**Custodial and Maintenance staff will never enter the room a student vacates to move into quarantine or isolation. The virus will not survive during their absence.**

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## Dryden & Streeter Isolation & Quarantine Area Service Procedures (COVID-19)

In the event campus residents have been isolated or quarantined in Dryden Hall or Streeter due to Covid-19, the Facilities Services & Maintenance Department will be responsible for certain services. To provide these services employees must adhere to certain safety precautions to include procedures and personal protective equipment.

### Required Personal Protective Equipment:

- Half face mask respirator that has been fit tested by EH & S.
- Face shield or goggles
- Nitrile gloves
- Tyvek (Suit or Apron) Recommend Suit for long term exposure i.e. cleaning and sanitizing, major repairs to utilities on floors, Apron for delivery of food or entry to mechanical space.

### Entry & Exit Protocols:

- All staff entering Streeter Hall during an isolation or quarantine are required to follow all procedures listed in the 1<sup>st</sup> floor custodial area off the loading dock. They will don all PPE in this space prior to entering the elevator.
- All staff entering Dryden Hall are required to enter and exit through the entry at each service drive into the disinfection center.
- Staff are required to don the required personal protective equipment before entering the Isolation or Quarantine wing and doff their equipment upon exiting and place in receptacle labeled PPE Disposal, follow all steps posted for disinfection prior to leaving building.
- Staff utilize and sanitize their shoes in mats provides in all staff entries to decontamination area containing virucidal chemicals.

### Services:

#### Trucking Services:

Trucking services is responsible for daily delivery of meals to students at Dryden Hall and Streeter.

- There is a designated time for delivery from Dining.
- Students in Dryden isolation will have meals delivered to tables located L-201 Lounge and L-14 Lounge in Streeter. Students in quarantine will have meals delivered directly to their rooms in both Streeter and Dryden.

#### Custodial Services:

Custodial services is responsible for daily cleaning and sanitation with Protexus guns and Lotus water.

**Quarantine** Disinfection with Protexus guns and Lotus water will take place twice daily, once in the morning and once in the afternoon.

- Cleaning will take place once a day with cleaning and sanitation products.
- Haul trash out, if soiled linen is set out in hall, (it should be bagged by student) remove for laundry. Label bag with removal date. Place in Custodial office of Dryden or caged area in Streeter outside of the elevator in basement. It will be laundered after 1 week in bag.

#### Isolation

- Cleaning and disinfecting will take place on a once daily basis.
- Haul trash out, if soiled linen is set out in hall, (it should be bagged by student) remove for laundry. Label bag with removal date. Place in Custodial office of Dryden or caged area in Streeter outside of the elevator in basement. It will be laundered after 1 week in bag.

#### Maintenance Services

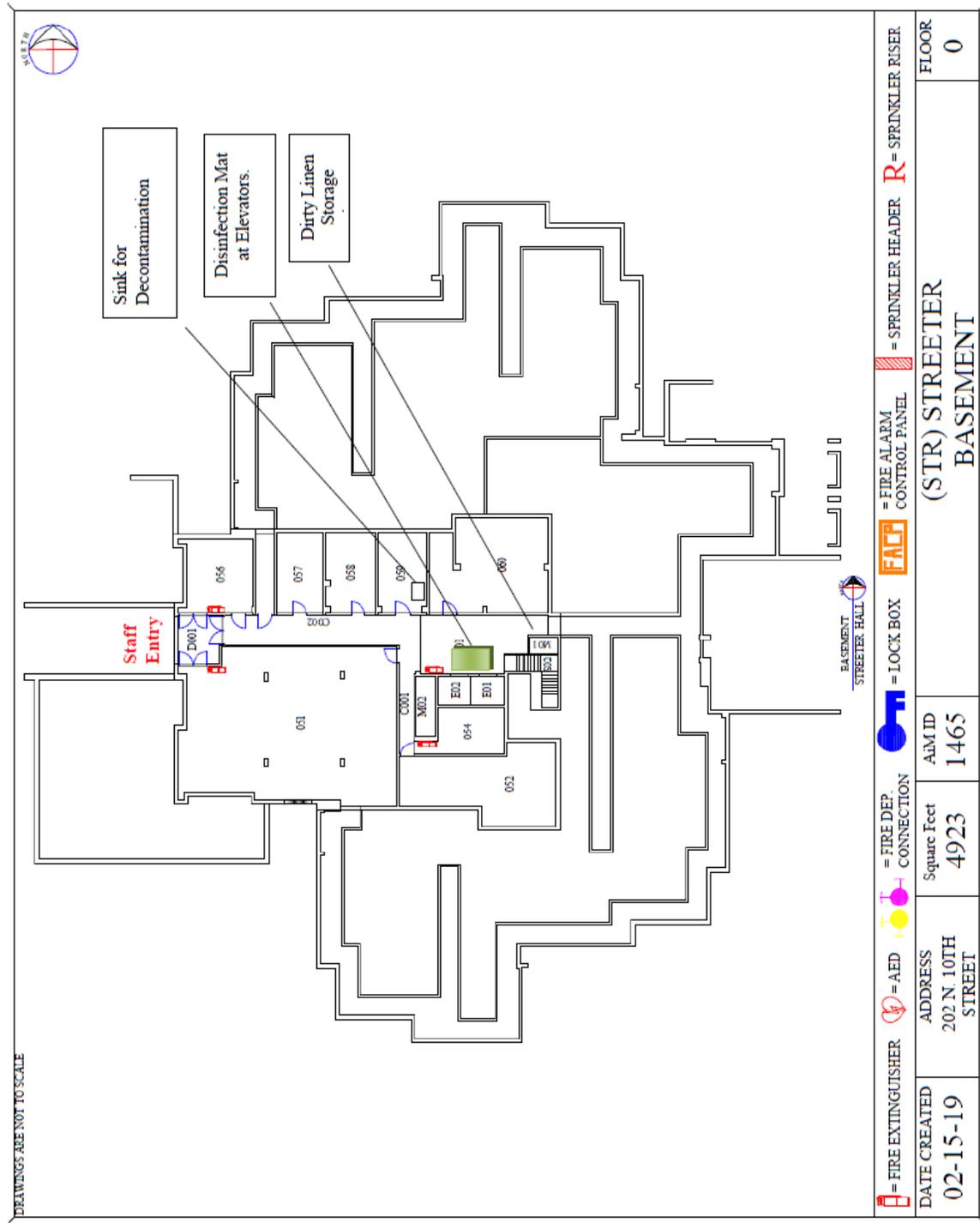
- Maintenance services will be provided by the Facilities Maintenance Department while adhering to the same protocol required of Facilities Services staff.

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## APPENDIX D

### Streeter and Dryden Hall Diagrams





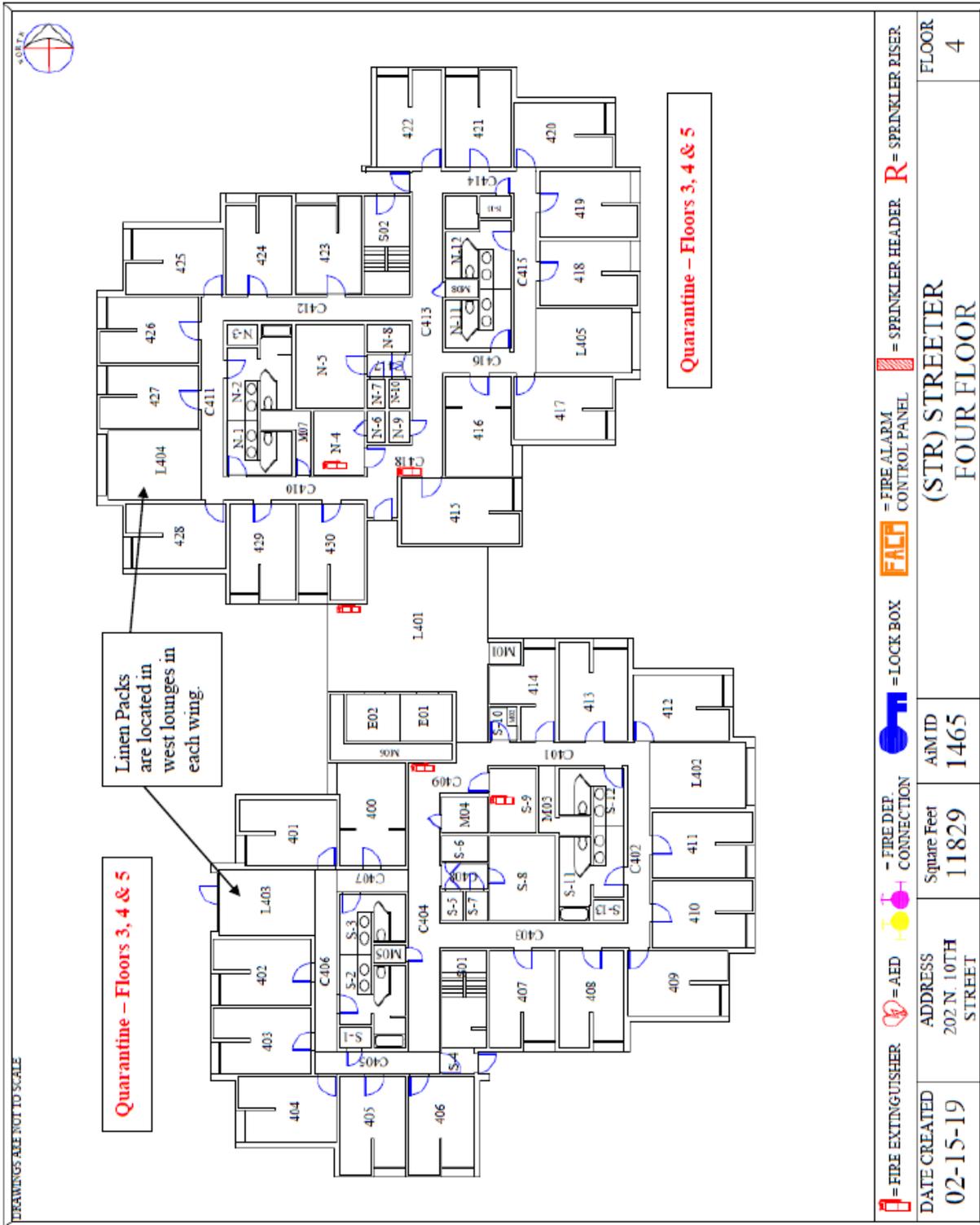


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## APPENDIX D - Continued

### Streeter and Dryden Hall Diagrams

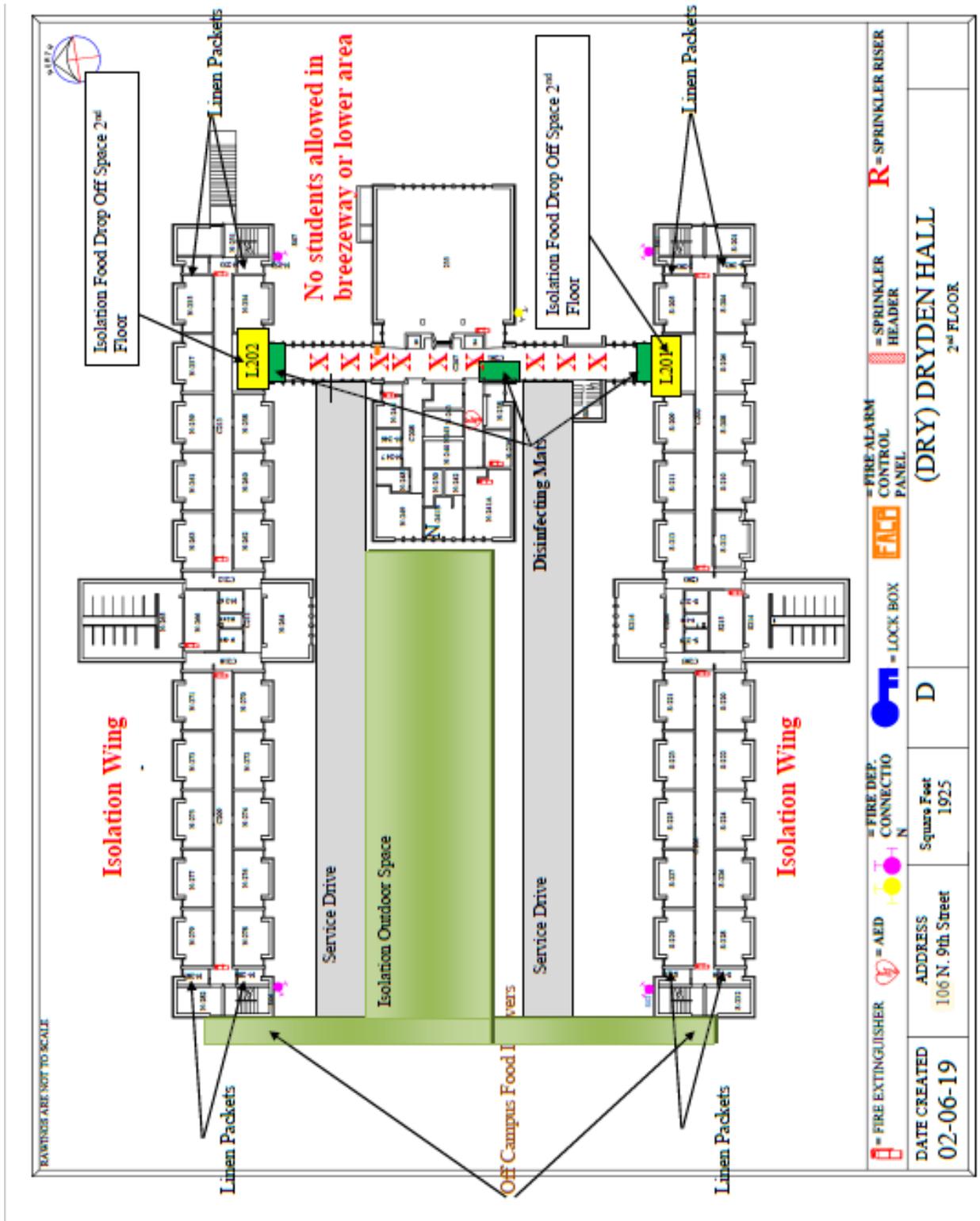


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## APPENDIX D - Continued

### Streeter and Dryden Hall Diagrams



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## APPENDIX E

### References

EWU COVID-19 Materials: EWU's training materials, posters, Safe Back to School Plan, and sick employee plan are available at: <https://inside.ewu.edu/rcp/risk-management/covid-phaseii-operations/>. EWU is continually updating these materials in support of Governor Inslee's directives and other requirements.

DOH What to do if you have confirmed or suspected coronavirus disease (COVID-19):

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf>

DOH What to do if you were potentially exposed to someone with confirmed coronavirus disease

(COVID-19): <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf>

DOH What to do if you have symptoms of coronavirus disease 2019 (COVID-19) but have not been around anyone who has been diagnosed with COVID-19:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDconcerned.pdf>

DOH 10 things you can do to manage your COVID-19 symptoms at home:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

CDC face covering recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

John Hopkin's Hand-washing video: <https://www.youtube.com/watch?v=lisqnbMfKvI>

EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

CDC's Cleaning and Disinfection of Non-emergency Transport Vehicles:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

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## APPENDIX F

### EWU COVID ACCOUNTABILITY MEASURES

Updated – September 22, 2020

#### CONFIDENTIALITY OF CONTACT TRACING INFORMATION & AMNESTY

EWU’s primary concern is the health and safety of our university community. We encourage all university community members to report when they are experiencing symptoms related to COVID-19, are being tested, or have been quarantined/isolated by a health district to the university at [www.ewu.edu/reportcovid](http://www.ewu.edu/reportcovid). This information is used by EWU’s COVID-19 Response Team to conduct contact tracing, provide notifications to the community, and direct sanitizing efforts. EWU’s Health, Wellness & Prevention Services (HWPS) will be conducting contact tracing for EWU students. Information provided via the report COVID website or gathered by HWPS will be used for health and safety purposes. It will not be provided to Student Rights and Responsibilities or used to initiate a student conduct process

<b>Failure to wear mask/physical distancing/other safety protocols</b>	1 <sup>st</sup> violation	Faculty verbally warns student & refers to syllabus
	2 <sup>nd</sup> violation	Faculty verbally warns student & refers to syllabus
	3 <sup>rd</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Faculty refers to SRR for brief hearing.</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
<b>Significant misconduct – intentionally spitting, coughing, etc. at another person</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Refer to SRR for brief or full hearing</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow EWU/HWPS, Washington State and Spokane Regional Health District directives to quarantine or isolate</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Possible interim restriction</li> <li>Refer to SRR for brief or full hearing depending on the circumstances</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>

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<b>Failure to wear mask or maintain 6' physical distance</b>	1 <sup>st</sup> violation	<ul style="list-style-type: none"> <li>Warning by hall staff member (RLC/CA) with follow up expectations letter</li> <li>Document in Maxient</li> </ul>
	2 <sup>nd</sup> violation	<ul style="list-style-type: none"> <li>Written warning &amp; meeting with RLC</li> <li>Document in Maxient</li> </ul>
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>Refer to SRR for brief hearing</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Refer to SRR for full hearing</li> <li><i>Possible sanction outcomes: probation, apply suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow EWU/HWPS, Washington State and Spokane Regional Health District directives to quarantine or isolate</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Possible interim restriction</li> <li>Refer to SRR for brief or full hearing depending on the circumstances</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Refusal to follow safety protocols implemented by Housing and Residential Life</b>	1 <sup>st</sup> violation	<ul style="list-style-type: none"> <li>Warning by hall staff member (RLC/CA) with follow up expectations letter</li> <li>Document in Maxient</li> </ul>
	2 <sup>nd</sup> violation	<ul style="list-style-type: none"> <li>Written warning &amp; meeting with RLC</li> <li>Document in Maxient</li> </ul>
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>Refer to SRR for brief hearing</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Possible interim restriction</li> <li>Refer to SRR for full hearing</li> <li><i>Possible sanction outcomes: probation, apply suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Refusal to follow limitations on gathering sizes and/or outside visitors</b>	1 <sup>st</sup> violation	<ul style="list-style-type: none"> <li>Refer to SRR for brief hearing</li> <li><i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	2 <sup>nd</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>Possible interim restriction</li> <li>Refer to SRR for full hearing</li> <li><i>Possible sanction outcomes: probation, applied suspended fine, educational</i></li> </ul>

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		<i>sanction, judicial educator on COVID-19, campus access restrictions or suspension</i>
<b>Significant misconduct – intentionally spitting, coughing, etc. at another person</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• <i>Possible sanction outcomes: probation, apply suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>

## ON-CAMPUS – GENERAL USE INSIDE UNIVERSITY OWNED/OPERATED BUILDINGS

<b>Failure to wear mask or maintain 6’ physical distance</b>	1 <sup>st</sup> violation	Verbal Warning
	2 <sup>nd</sup> violation	Verbal or Written Warning
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for full hearing</li> <li>• <i>Possible sanction outcomes: probation, apply suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow EWU/HWPS, Washington State and Spokane Regional Health District directives to quarantine or isolate</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow event registration protocols or limitations</b>	1 <sup>st</sup> violation	Verbal Warning
	2 <sup>nd</sup> violation	Verbal or Written Warning
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for full hearing</li> <li>• <i>Possible sanction outcomes: probation, apply suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>

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<b>Significant misconduct – intentionally spitting, coughing, etc. at another person</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• <i>Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
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## OFF-CAMPUS – INDIVIDUALS

<b>Failure to wear masks or physically distance</b>	1 <sup>st</sup> violation	Verbal Warning
	2 <sup>nd</sup> violation	Verbal or Written Warning
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for full hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow EWU/HWPS, Washington State and Spokane Regional Health District directives to quarantine or isolate</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Failure to follow restrictions on gathering protocols and restrictions</b>	1 <sup>st</sup> & 2 <sup>nd</sup> violation	Verbal or Written Warning
	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</i></li> </ul>
	4 <sup>th</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for full hearing</li> <li>• <i>Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</i></li> </ul>
<b>Significant misconduct – intentionally spitting, coughing, etc. at another person</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> </ul>

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		<ul style="list-style-type: none"> <li>• Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</li> </ul>
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## OFF-CAMPUS – REGISTERED STUDENT ORGANIZATIONS

<b>Parties/Events not complying with wearing masks and/or social distance local/State ordinances</b>	1 <sup>st</sup> violation	Work with City of Cheney officials and provide verbal/written warning and official reminder from SAIL/HWPS Staff regarding policies/procedures for events.
	2 <sup>nd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing (depending on case information)</li> <li>• Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</li> <li>• If SFL chapter, contact International/National HQ regarding chapter violation</li> </ul>
	3 <sup>rd</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for full hearing</li> <li>• Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</li> <li>• If SFL chapter, contact International/National HQ regarding chapter violation</li> </ul>
<b>Failure to follow EWU/HWPS, Washington State and Spokane Regional Health District directives to quarantine or isolate</b>	1 <sup>st</sup> violation (subsequent violations)	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</li> </ul>
<b>Failure to follow event registration protocols or guidelines for Registered Student Organizations (RSOs)</b>	1 <sup>st</sup> violation	Work with Student Activities, Involvement and Leadership to provide verbal/written warning & education to responsible party
	2 <sup>nd</sup> violation	<ul style="list-style-type: none"> <li>• Refer to SRR for brief hearing (depending on case information)</li> <li>• Possible sanction outcomes: probation, suspended fine, educational sanction, judicial educator on COVID-19</li> <li>• If SFL chapter, contact International/National HQ regarding chapter violation</li> </ul>

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	3 <sup>rd</sup> violation	<ul style="list-style-type: none"> <li>• Possible interim restriction</li> </ul>
	(subsequent violations)	<ul style="list-style-type: none"> <li>• Refer to SRR for full hearing</li> <li>• Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions or suspension</li> <li>• If SFL chapter, contact International/National HQ regarding chapter violation</li> </ul>
Significant misconduct – intentionally spitting, coughing, etc. at another person		<ul style="list-style-type: none"> <li>• Possible interim restriction</li> <li>• Refer to SRR for brief or full hearing depending on the circumstances</li> <li>• Possible sanction outcomes: probation, suspended or applied fine, educational sanction, judicial educator on COVID-19, campus access restrictions, loss of recognition, or suspension</li> <li>• If SFL chapter, contact International/National HQ regarding chapter violation</li> </ul>

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**covid-19 accountability**



## no masks / distancing

warning	warning	conduct hearing	restrictions & discipline
first offense	second offense	third offense	fourth offense

## parties & events

warning	conduct hearing	restrictions & discipline
first offense	second offense	third offense

## failure to follow health directives

restrictions & discipline
first offense

EWU and its community partners are taking an educational approach to helping students stay safe and healthy in response to COVID-19. We are committed to partnering with students to maintain a healthy environment both on campus and in our surrounding communities. However, EWU will hold students accountable through our established student conduct process when students either fail to respond to our educational approach or pose a significant health risk to our campus or our communities. Depending on the severity of the conduct infraction, lower levels of consequences may be skipped

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## APPENDIX G

### Washington's Phased Approach Requirements Chart

<b>WASHINGTON'S PHASED APPROACH</b>		Last updated: 10/7/2020		
<b>INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES</b>				
	<b>1</b> Modified Phase 1	<b>2</b> Phase 2	<b>3</b> Phase 3	<b>4</b> Phase 4
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	- Some adult/youth sports - Some outdoor recreation runs/races/ride with more than 12 participants	- Outdoor group rec. sports activities (50 or fewer people) - Recreational facilities at <25% capacity	Resume all recreational activity
<b>Gatherings (non religious)</b>	Allow gatherings outdoors with fewer than 5 people outside your household per week	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 10 people	Allow gatherings with >10 people
<b>Business/ Employers</b>	<ul style="list-style-type: none"> <li>- Manufacturing, construction, domestic services, agritourism, photography, curbside library services, indoor fitness and drive-in events meeting Phase 2 guidance</li> <li>- Retail following Phase 2 guidance, but guest occupancy at &lt;30% of maximum</li> <li>- Real Estate following Phase 2 guidelines, and indoor services limited to 30 minutes</li> <li>- Professional services following Phase 2 guidance, but occupancy limited to 25% of maximum, with an exception for 1-to-1 services in an enclosed room. Indoor service limited to 30 minutes</li> <li>- Personal services following Phase 2 guidance, but occupancy limited to 25% of maximum with an exception for 1-to-1 services in an enclosed room</li> <li>- Restaurants/Bars*** following Phase 2 guidance, but indoor occupancy at 25% of maximum and outdoor occupancy at 50%</li> <li>- Pet grooming following Phase 2 guidance but occupancy limited to 25% of maximum</li> <li>- Staffed water recreation facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Remaining manufacturing</li> <li>- Additional construction phases</li> <li>- In-home/domestic services (nannies, housecleaning, etc.)</li> <li>- Retail (in-store purchases allowed with restrictions)</li> <li>- Real estate</li> <li>- League-play bowling</li> <li>- Libraries and Museums at &lt;25% capacity</li> <li>- Movie theaters at &lt;25% capacity</li> <li>- Agritourism</li> <li>- Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>- Personal services (hair and nail salons, barbers, tattoo, etc.)</li> <li>- Pet grooming</li> <li>- Restaurants &lt;50% capacity, table size no larger than 6' (no bar-area seating)</li> <li>- Bars***; no indoor seating unless min. food requirements in guidance met</li> <li>- Drive-in events</li> <li>- Limited indoor fitness and training with 300 square feet per person, up to 25% capacity for large facilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Movie theaters at &lt;50% capacity (telework remains strongly encouraged)</li> <li>- Libraries</li> <li>- Museums 50% capacity</li> <li>- Limited indoor fitness and training with 200 square feet of distance/person, up to 25% capacity for large facilities.</li> <li>- All other business activities not yet listed except for those specified for Phase 4</li> <li>- Retail events (craft shows, etc.) &lt;200 people</li> </ul>	<ul style="list-style-type: none"> <li>- Nightclubs</li> <li>- Concert venues</li> <li>- Large sporting events</li> <li>- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> <li>- Live entertainment</li> </ul>

High-risk populations\* are strongly encouraged, but not required, to stay home unless engaging in activities permissible in their current phase.

Non-essential travel should be limited until Phase 3

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled); including people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease; undergoing dialysis; and people with liver disease; people who live in a nursing home or long-term care facility.

\*\*For the purposes of the SAb Start Phased Plan, bars are defined as taverns, breweries, wineries and distilleries.

\*\*\*For the purposes of the Safe Start Phased Plan, maximum occupancy refers to the maximum building occupancy as determined by the fire code.