



# **Safely Restarting Face-to-Face Instruction**

Helping departments create safe and inclusive  
learning and working environments during the  
COVID-19 pandemic

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## INTRODUCTION

This document is intended to aid departments with decision-making on safely conducting face-to-face (F2F) instruction for Fall 2020. All such activities should:

- Ensure the health and safety of all individuals
- Effectively address hybrid working (on and off-site) in a thoughtful and inclusive way
- Ensure conformity to State, Federal and County Health requirements and recommendations.

On July 30, 2020, [President Randawah released the decision to conduct most classes in a remote environment](#). There are limited exceptions for experiential courses that can be taught safely in-person, such as applied performance classes and some hands-on labs. Stringent requirements will remain in place to ensure our learning and working environments are safe. We will continue to monitor public health guidance closely and, should conditions require it, F2F activities will be scaled back down.

### **Conditions under which this guidance applies.**

Governor Jay Inslee has provided guidance for reopening in-person instruction at higher education institutions, including Western Washington University, in the fall. The [governor's proclamation](#) provides specific health guidance, including baseline recommendations and a checklist of requirements. The University is [working to complete all the state checklist of requirements before reopening in the fall](#).

Western has developed a system for defining [operating levels](#) during the COVID-19 pandemic based on guidance provided by the state of Washington and other sources. **This system is designed to satisfy the requirements of Governor Inslee's [Safe Start phases for Whatcom County](#)**, but please note that Western's operating levels are *not* directly tied to the Safe Start phases, but will be set by the University's Executive Leadership based on the current Safe Start phase in Whatcom County, phases in other counties, virus trends across the state, and other environmental factors.

### **What programs need to do.**

Programs conducting F2F classes need to submit for approval a plan that addresses the main elements covered in this document, if they have not already done so. The requirements presented in the following document include COVID-19 prevention strategies that will help mitigate disease spread and exposure. Departments can submit their [department reopening plan](#) through the [ReADY system](#). It is highly recommended that a supplemental document be attached to the submission that provides further detail on how COVID-19 prevention measures will be implemented. Plans will be reviewed and approved by the relevant individuals, with final approval by a VP or designee. Additional resources can be found on [Western's Safe Start website](#).

### **Involvement of Faculty and Support Personnel**

The University is constantly assessing the pandemic to determine best practices and strategies for keeping Western's campus safe. Major components used in the decisions to reopen campus are the availability of testing, contact tracing and, of course, overall faculty, student and staff safety. High risk individuals, or any other person with an underlying health condition as defined by the CDC, would not return until the beginning of Phase 4 in the Governor's plan at the earliest, and then maintain physical distancing when they do. No one can be pressured to carry out instructional work if they are concerned about their safety, the safety of others, or if they have home-care obligations. Students can seek help from their department chair or dean. Employees can contact their HR representative for help with any difficult situations in that regard.

### **Western Libraries and core facilities.**

The [Western Libraries](#) are closed to the public but open online. Scientific Technical Services, including the Instrument Center and Electron Microscopy facilities will accept samples by arrangement and analyze them on the student's behalf. In-person use of STS equipment is not possible, but remote instrument access and control are, by arrangement. The Advanced Materials Science and Engineering Center is also able to analyze samples by arrangement.

#### **Disability Access Center - Remote access for students in F2F courses**

The Disability Access Center (DAC) is the primary point of contact for faculty in facilitating remote access for students who are in quarantine, isolation, or otherwise unable to participate in face-to-face classes during the pandemic. Because students are asked to be cautious and honest in attesting to symptoms and exposure to COVID, it's quite possible that students will on occasion be absent but also able to participate remotely. Please contact David Barrows ([barrowd@wwu.edu](mailto:barrowd@wwu.edu) or (360) 650-6650) to discuss opportunities and technologies to allow for remote participation. While some content may not be conducive to the online environment, please use DAC staff to consult on accommodating absences, and when that may or may not be appropriate.

#### **Environmental Health and Safety and hazardous waste collection.**

Programs can plan on receiving EHS services during normal business hours, M-F from 8 am to 5 pm. [Click here](#) for more information on submitting a hazardous waste pickup request. Please email [ehs@wwu.edu](mailto:ehs@wwu.edu) or call x3064 for questions regarding safety training, hazard assessment review, hazardous waste collection and spill response.

#### **Points of contact.**

Primary contact for general questions

Environmental Health and Safety

Facilities Management (including custodial services and building access)

Space Administration

[Brian Burton](#)

[ehs@wwu.edu](mailto:ehs@wwu.edu)

[FM Work Control Center](#)

[Ellen Kuhlmann](#)

## **PLANNING AND IMPLEMENTATION ELEMENTS**

Because Western academic instruction encompasses a wide range of classrooms, laboratories, studios, performance, display, and other specialized spaces, a one-size-fits-all approach to planning is impractical. Planning groups will need to consider any unique attributes of their own spaces and how those spaces are used. Programs can modify planning elements as appropriate and in compliance with COVID-19 requirements. See Appendix B for additional COVID-19 resources.

### Personnel

- **Designate a COVID-19 Site Supervisor**

A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A designated COVID19 Supervisor must be available at all times during work and class activities.

- Designate a COVID-19 Site Supervisor. For instructional classes, this person will either be the instructor or designee.

- **Develop a Training Plan**

- The details of the plan must include a description of the training processes for returning faculty and instructors and staff. Training must be completed on the first day of returning to work/ class. Elements of such processes must include:
  - Assigned reading of your plan.
  - Faculty and staff need to complete [COVID-19 Prevention in the Workplace Training](#) (Canvas Course)

- Instructions for reporting illness (see below)
  - Instructions for daily symptom attestation (see below)
  - Informing on-site personnel of any updates to the plan due to changes based on local and state public health authorities
- **Taking attendance for students on-premises**
    - The State requires that all individuals (students, staff, faculty, visitors) coming to campus be logged if feasible for contact tracing purposes. Symptom attestation will be a part of the logging system, but for students (who will attest through their electronic medical records, generating a QR code), instructors will have the option of logging their attendance.
    - State policies regarding class attendance for financial aid purposes are being examined by the Office of Financial Aid. Further information will be forthcoming on this topic.
      - Develop Daily Log if desired

## Health and Safety

- **COVID-19 Symptom Attestation:** Faculty and students must perform symptom checking each day prior to being on-premises. Faculty are not expected to have responsibility for student symptom attestation; instead, student attestation will occur through each student's electronic medical record. The following document must be shared with workers: [WA DOH COVID-19 Guidance for Screening of Staff and Visitors](#). If symptomatic, faculty must report their condition to their chair and not teach on-premises. See information below on what to do if a worker reports symptoms. If a student is symptomatic, they must report to the Student Health Center.
  - **Faculty and staff must report symptom attestation. Follow the link to symptom attestation information on [Western's COVID-19 webpage](#).**
- **Cloth Face Covering Use:** Faculty, staff and students must wear cloth face coverings when inside any campus building or university vehicle. The *only exception* to this rule is when an individual is in an office or a vehicle by themselves. When outdoors on campus, cloth face coverings should be worn as well, and *must* be worn anytime safe social distancing of 6 feet cannot be maintained. Cloth face coverings will help protect people around you from COVID-19 in case you are asymptomatic. Individuals may choose to wear their own facial coverings at work, provided it meets the [minimum requirements](#). Cloth face coverings also help reduce community spread when used in conjunction with other prevention measures, including social distancing and frequent handwashing. Students who are unable to wear cloth face coverings due to a disability can contact the [Disability Access Center](#) for accommodation assistance. Faculty or staff can contact the HR Disability Administrator at x3771. Programs needing face coverings should order through [ESM Marketplace](#) under the COVID-19 Supplies Catalog. Masks will be provided for students who forget a facial covering. They will be available in classrooms in individual bags for instructors to distribute as necessary. There will be a minimal supply in each room, and Academic Custodial Services will replenish the supply as part of its cleaning and disinfecting routine.
- **Personal Protective Equipment (PPE):** For laboratory and shop environments, ensure students are trained in the hazards of the work they are instructed to perform and understand their hazard assessment. All lab and shop personnel are asked to conserve personal protective equipment (PPE) whenever possible. Providing PPE as required in the hazard assessment may depend on the course. Course fees may cover PPE while other courses require students to purchase their own PPE. All lab and shop personnel are required to wear cloth face coverings as noted above.

- If needed, review and complete [hazard assessment](#) that identifies PPE specific to tasks and operational requirements.
- **Encourage good hygiene:** Practicing proper hygiene is a foundational element to minimize the spread of disease.
  - Identify and confirm the availability of handwashing stations and supplies.
  - Identify locations for posting COVID-19 Posters and Graphics to encourage proper hygiene. Downloadable signage is available from [Western's COVID-19 Learn to Be Well Posters Webpage](#) or the [CDC](#).
- **Cleaning and disinfecting:** Programs can plan on receiving custodial support for the cleaning and disinfection of classrooms, public spaces and high-touch surfaces such as doorknobs and elevator buttons throughout the day, M-F. However, custodial services will not clean or disinfect technical equipment, lab bench surfaces, laboratory computers, or other areas or objects that may pose hazards and that are not normally serviced as part of routine custodial operations. Programs that need disinfectant wipes, they order them via a [ReADY Request](#) under 'Issue Not Listed'. Personnel should disinfect at the beginning and end of facility use.
  - Create procedures for cleaning and disinfecting special use areas and identify high-touch surfaces, including benchtops, switches, and commonly used tools or equipment.
  - Describe the safety precautions that are taken when using disinfectant(s).

## Facilities and Physical Access

Buildings where F2F classes are scheduled on the Bellingham campus are expected to be open during normal business hours. Buildings will then be locked approximately an hour after the last class is held. Spaces not scheduled for use in these buildings will remain locked to minimize additional cleaning required. Programs needing to arrange for building access outside of business hours should fill out a [ReADY Request](#).

### Ventilation

Spaces scheduled for use have been reviewed by Facilities Management to determine if ventilation is appropriate for the activities planned. If you have questions or concerns about ventilation contact Greg Hough ([houghg@wwu.edu](mailto:houghg@wwu.edu)).

### Custodial services

Academic Custodial Service crews are scheduled to clean and disinfect scheduled spaces after every use to ensure proper hygiene. Regular cleaning will be done of all flat surfaces and touch points. They will not clean technical or specialized equipment. Your department plan should address cleaning that will be required of faculty and/or students, as well as how to access supplies. Common areas of open buildings will be cleaned three times a day. For information regarding Academic Custodial Services contact Wayne Galloway ([gallowww@wwu.edu](mailto:gallowww@wwu.edu)).

- **Planning for social and physical distancing.** The spaces scheduled for use by your department, in accordance with the Registrar's plan, have been reviewed by Facilities Management and Space administration for maximum safe occupancy with appropriate social distancing. The use and installation of plexiglass in a typical instructional setting provides no disease prevention benefit. Furniture changes or markings must not be altered. Questions or requests for changes to arrangement of the space should be addressed to Andy Wilken ([wilkena@wwu.edu](mailto:wilkena@wwu.edu)). If you wish to move to a different space this must be done in advance through the Registrar's Office and Space Administration. Change to a different space must not be made without approval so that appropriate cleaning is maintained.

- For circumstances where changes or arrangement of a space is necessary to conduct instructional activities safely, plans should include diagrams or floorplans. **See Appendix A for an example.**
- **Develop and maintain a facility scheduling plan**
  - Identify shared spaces and equipment in your building that require coordination to minimize interactions.
  - Identify customer-facing tasks and if those tasks can be minimized or eliminated utilizing modified procedures. (I.e. equipment pickup and drop off)
  - Use of staggered shifts may be necessary for some spaces and equipment; Programs may decide on specific processes to control space usage and ensure proper cleaning and disinfection has occurred.

## Reporting COVID Illness Concerns

In the event an individual has concerns for a fellow community member, the guidance below will assist in reporting concerns.

- If an instructor notes a student seems sick, the instructor requests the student to leave class and notifies the Office of Student Life.
- If a student notes that a fellow student seems sick, they inform the instructor. The instructor requests the student to leave class and notifies the [Office of Student Life](#).
- If a student notes that an instructor seems sick, they notify the department chair or Office of Student Life.

## Preparedness

**Responding to Illness and Reporting Infection and Exposure** – If faculty or staff are experiencing symptoms of COVID-19, they must not enter any WWU location and report to their department chair or immediate supervisor. Department chairs or supervisors report to HR who will then report to the University’s Medical Director, per section 2 of the [communicable disease policy](#). If any exposed or symptomatic personnel entered any WWU location, the Supervisor or Manager should close and lock any potentially affected areas and email [FM Work Control](#) or call at x3420 to initiate cleaning and disinfection protocols.

Students who are experiencing symptoms of COVID-19 need to report to the [Student Health Center](#) and fill out the [Self-Reporting Form](#). Most people have mild illness and can recover at home. Students should notify their professor to arrange for makeups for missed classes, assignments or exams.

- Specify who on-site personnel will need to contact, if they start to display symptoms.
- Develop process for faculty and staff to report potential exposure to department chair or immediate supervisor.
- **Continuity Plan** – Consider starting a continuity plan in the event a surge in cases occurs and your space became suddenly inaccessible for up to 2 weeks.

## Teaching Outdoors

Based on current understanding, risks of exposure to the coronavirus are lower outdoors than in enclosed spaces. That said, teaching in such environments can still present risks that must be addressed. Outdoor location considerations include accessibility, technology and other potential infrastructure teaching requirements. Proposed outdoor teaching locations must be approved through the ReADY request process.

GOVERNOR INSLEE'S PHASED APPROACH TO REOPENING WASHINGTON STATE

<h1>WASHINGTON'S PHASED APPROACH</h1> <h2>Modifying Physical Distancing Measures <small>(Modifications to July 20, 2020 Plan are effective July 30, 2020)</small></h2>				
<p style="color: red; text-align: center;"><b>INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES</b></p>				
	 <b>Phase 1</b>	 <b>Phase 2</b>	 <b>Phase 3</b>	 <b>Phase 4</b>
<b>High-Risk Populations*</b>	Stay home unless engaging in Phase 1 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1, 2, or 3 permissible activities.	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>- Outdoor group rec. sports activities (50 or fewer people)</li> <li>- Recreational facilities at &lt;25% capacity (gyms, public pools, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (non religious)</b>	No gatherings	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 10 people	Allow gatherings with >50 people
<b>Travel</b>	Essential travel and limited non-essential travel for Phase I permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
<b>Business/ Employers</b>  (All businesses will be required to follow safety plans written by the state)	<ul style="list-style-type: none"> <li>- Essential businesses open</li> <li>- Existing construction that meets agreed upon criteria</li> <li>- Landscaping</li> <li>- Auto/RV/boat/ORV sales</li> <li>- Retail (curbside pick-up orders only)</li> <li>- Car washes</li> <li>- Pet walkers</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>- 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/taverns &lt;50% capacity, table size no larger than 5 (no bar-area seating)</li> <li>- Limited small group fitness</li> <li>- Drive-in Movie Theaters</li> <li>- Library (curbside pick-up)</li> </ul>	<ul style="list-style-type: none"> <li>- Restaurants/taverns &lt;50% capacity/ table size no larger than 5</li> <li>- Movie theaters at &lt;25% capacity</li> <li>- Customer-facing government services (telework remains strongly encouraged)</li> <li>- Libraries</li> <li>- Museums</li> <li>- All other business activities not yet listed except for nightclubs and events with greater than 10 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 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.

# Appendix A

WWU COVID-19 INCIDENT MANAGEMENT: BELLINGHAM CAMPUS OPERATING LEVELS							
OPERATIONS	LEVEL	OPERATIONS	ACADEMICS	CO-CURRICULAR	HOUSING	PEOPLE	
FULLY OPERATIONAL	5	<ul style="list-style-type: none"> <li>Normal working arrangements</li> <li>Full retail operations</li> <li>Campus open to public</li> </ul>	<ul style="list-style-type: none"> <li>All classes as normal</li> <li>All educational spaces open</li> </ul>	<ul style="list-style-type: none"> <li>All in-person services running</li> <li>All student activities running</li> <li>Large gatherings as normal</li> </ul>	<ul style="list-style-type: none"> <li>Full housing capacity 4000-4100 residents</li> <li>Full dining operations</li> </ul>	FULLY ON-SITE	
<i>Facial coverings, social distancing, approval, attestation no longer required</i>							
LEVEL 4 - FACTORS: WHATCOM COUNTY PHASE 4 / VIRUS TRENDS / ENVIRONMENTAL FACTORS / ADDITIONAL GUIDANCE (CDC, DOH, ETC.)							
	4	<ul style="list-style-type: none"> <li>Flexible work arrangements</li> <li>Modified retail operations**</li> <li>Increased number of campus visitors</li> </ul>	<ul style="list-style-type: none"> <li>Substantial in-person instruction</li> <li>All lab/experiential spaces available**</li> <li>All IT access areas open**</li> </ul>	<ul style="list-style-type: none"> <li>Increased in-person services**</li> <li>Increased in-person student activities**</li> <li>Large gatherings as necessary**</li> </ul>	<ul style="list-style-type: none"> <li>Housing residents TBD based on current factors/guidance**</li> <li>Visitors allowed**</li> <li>Modified dining services based on occupancy**</li> </ul>	MODIFIED ON-SITE PRESENCE	
<i>**Facial coverings, social distancing recommended</i>							
LEVEL 3 - FACTORS: WHATCOM COUNTY PHASE 3 / VIRUS TRENDS / ENVIRONMENTAL FACTORS / ADDITIONAL GUIDANCE (CDC, DOH, ETC.)							
	3	<ul style="list-style-type: none"> <li>Remote work arrangements for those whose duties and responsibilities allow</li> <li>Working on site based on university guidelines and requirements</li> <li>Reduced retail operations**</li> <li>Limited number of campus visitors (approved clients**, outdoor public visitors; recruitment activities** only)</li> </ul>	<ul style="list-style-type: none"> <li>Many classes remote</li> <li>Most lab/experiential spaces available**</li> <li>Several IT access areas open**</li> </ul>	<ul style="list-style-type: none"> <li>Many services remote</li> <li>Many student activities remote [some exceptions]</li> <li>Small gatherings possible (10 or less individuals)**</li> <li>See Gatherings Matrix for more details</li> </ul>	<ul style="list-style-type: none"> <li>Housing residents TBD based on current factors/guidance**</li> <li>No off-campus visitors allowed (except approved family/support during move-in**)</li> <li>Reduced dining services based on occupancy**</li> </ul>		
<i>**Facial coverings, social distancing, approval, attestation required</i>							
LEVEL 2 - FACTORS: WHATCOM COUNTY PHASE 2 / VIRUS TRENDS / ENVIRONMENTAL FACTORS / ADDITIONAL GUIDANCE (CDC, DOH, ETC.)							
CURRENT LEVEL (FALL 2020)	2	<ul style="list-style-type: none"> <li>Mandatory remote working for anyone not authorized to work on campus</li> <li>Access to campus buildings is limited to authorized individuals</li> <li>Retail operations curbside/take-out only**</li> <li>No visitors allowed on campus (approved clients** and outdoor public visitors only)</li> </ul>	<ul style="list-style-type: none"> <li>All discussion/lecture classes remote</li> <li>Some lab/experiential spaces possible**</li> <li>Limited IT access areas open**</li> </ul>	<ul style="list-style-type: none"> <li>Most services remote</li> <li>Most student activities remote (limited exceptions)</li> <li>Very small gatherings possible (5 or less individuals)**</li> <li>See Gatherings Matrix for more details</li> </ul>	<ul style="list-style-type: none"> <li>Housing residents TBD based on current factors/guidance**</li> <li>No non-resident visitors allowed (except approved family/support during move-in**)</li> <li>Isolation/quarantine if needed</li> <li>Limited dining services based on occupancy**</li> </ul>		
<i>**Facial coverings, social distancing, approval, attestation required</i>							
LEVEL 1 - FACTORS: WHATCOM COUNTY PHASE 1 / VIRUS TRENDS / ENVIRONMENTAL FACTORS / ADDITIONAL GUIDANCE (CDC, DOH, ETC.)							
	1	<ul style="list-style-type: none"> <li>Number of critical services or functions may be reduced</li> <li>Access to campus buildings and grounds is not allowed for unauthorized individuals**</li> </ul>	<ul style="list-style-type: none"> <li>All classes remote; essential services for research labs only</li> <li>One IT access area open**</li> </ul>	<ul style="list-style-type: none"> <li>Remote services only</li> <li>No gatherings allowed</li> </ul>	<ul style="list-style-type: none"> <li>Housing est. 300-400 residents based on need/current guidance**</li> <li>No guests or visitors allowed</li> <li>Isolation/quarantine if needed</li> <li>Minimal dining services; one location w/take-out service only**</li> </ul>		
<i>**Facial coverings, social distancing, approval, attestation required</i>							
SUSPENDED OPERATIONS - FACTORS: GOVERNMENT-MANDATED SHUTDOWN							
NOT OPERATIONAL	0	<ul style="list-style-type: none"> <li>Suspended operations</li> <li>Transition to essential staff as needed</li> <li>Possible complete campus closure</li> </ul>	<ul style="list-style-type: none"> <li>No classes or other programming</li> </ul>	<ul style="list-style-type: none"> <li>Legally-required, remote services only</li> </ul>	<ul style="list-style-type: none"> <li>No residents on campus</li> <li>Isolation/quarantine w/minimal food service (if required)</li> </ul>	FULLY OFF-SITE	

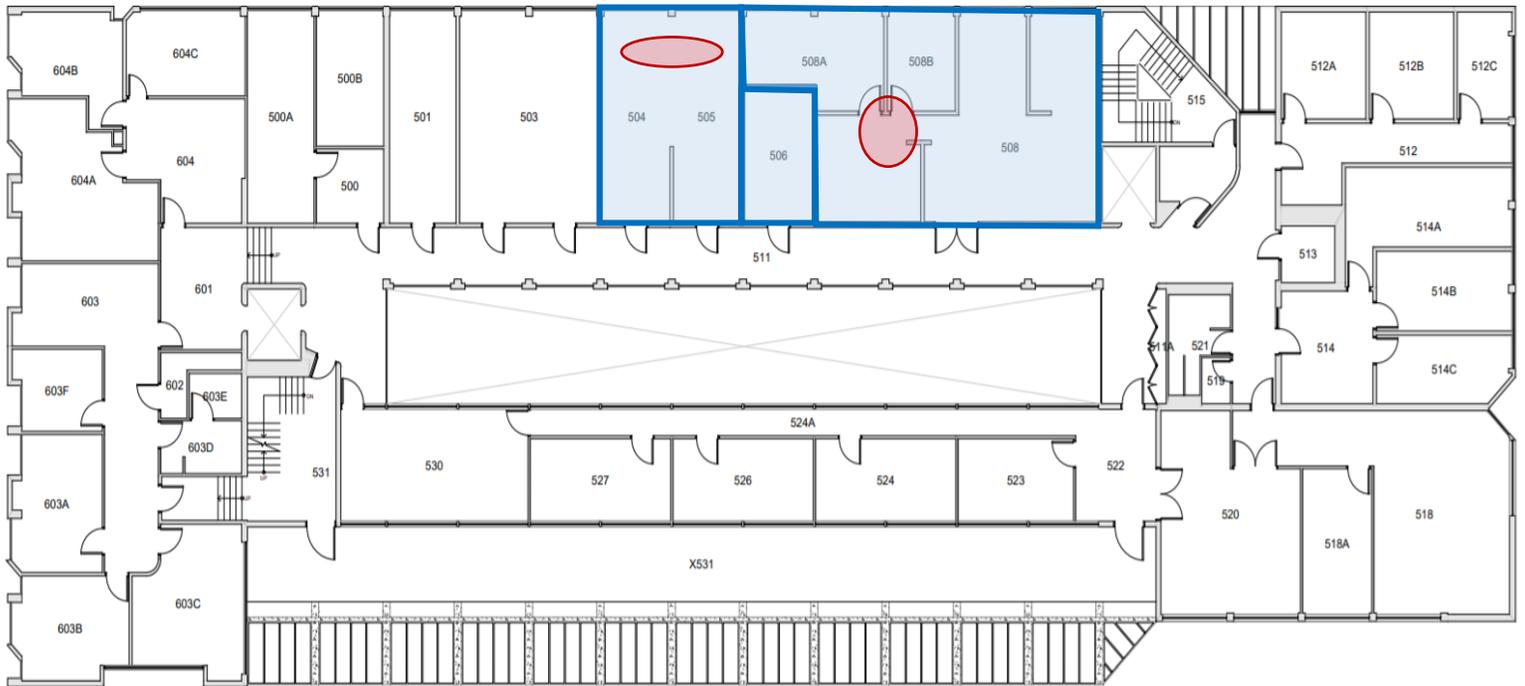
VERSION 4.3 - LAST UPDATED 08/20/20

## Appendix B

### Example Floor Plan/Occupancy

Rooms	Approx. ft <sup>2</sup>	Max Occupancy
504/505	500	2
506	120	1
508	935	3

- Pinch Point
- Utilized Space



## Appendix C

### COVID-19 Resources

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[CDC Coronavirus \(COVID-19\)](#)

[CDC Communication Resources and Printable Posters](#)

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[EPA Disinfectants for Use Against SARS-CoV-2](#)

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[OSHA COVID-19](#)

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[WWU Coronavirus Information](#)

[WWU Field Course Risk Management Toolkit](#)

[WWU Learn to Be Well Posters](#)

[WWU Environmental Health and Safety](#)

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[WA DOH - Novel Coronavirus Outbreak 2020](#)

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[WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](#)

[WA L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#)

[WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](#)

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