

# Campus Reopening Guide

Higher Education Re-Opening Workgroup

Convened by:  
State Board for Community and Technical Colleges  
Council of Presidents



# Principles and Guidance



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# Context setting

Aligned statement & checklists

# Three forms of checklists to serve as guidance for higher education institutions in Washington state

Higher education administrators have a strong incentive to meet (and exceed where/when appropriate) baseline

For reference:  
Checklists  
developed using  
multiple sources



#### Baseline/Additional considerations

- Adjusted Washington Roundtable / Challenge Seattle "two tiered checklists for employer Safe Work Plans" for higher education context



#### Food services protocol

- Synthesized National Restaurant Association restaurant recommendations and Cushman and Wakefield food hall



# Baseline recommendations for higher education institutions reopening plans

Institutions are developing Safe Back-to-School plans to resume operations with consideration of these critical elements

- %Adhere to federal, state and local public health and safety guidelines; develop comprehensive plans for reopening on or after August 1, 2020 in accordance with WA State guidelines and local health guidelines, including, but not limited to, the [Safe Start Guide](#), guidance on classroom capacity and the [WA Secretary of Health's](#) regarding face coverings; make available a copy of these plans at each location on campus
- %Work from home for operations able to be performed remotely and institutions will follow WA State returning to work guidance for its personnel
- %Maintain minimum physical distancing whenever possible of 6 feet between all on-campus personnel, including with visitors; where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure
- %Follow WA State phased reopening guidelines for social gathering sizes
- %Ensure frequent and adequate hand washing policies and include adequate maintenance of supplies; use disposable gloves where safe/applicable to prevent transmission on shared items
- %Routine sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales)
- %

Additional considerations:



# Additional considerations: Campus support

Elements for Institutions to consider & implement where feasible/relevant

## Ongoing communication to workforce

- ‡ Provide content for vulnerable students/personnel to help navigate back-to-school (e.g. aggregate helpful materials, explain evolving gov't benefits)

## Enacting modified working models for personnel

- ‡ Job shares that allow for reduced hours
- ‡ Offer partial workforce or alternate day of week operating model
- ‡ Different in -office working hours (e.g. two shifts: 6:30a -12:30p and 1p-7p with time between shifts)

## Expanded / extended work from home & leave policies

- ‡ Provide one-time home office supply voucher
- ‡ Tiered PTO (e.g. FTEs get additional 80 hours; PTE get additional 40 hours; all paid out at year end if not used)
- ‡ Create workforce relief/aid fund and adopt policy on how funds will be distributed
- ‡ Create policies to encourage students/personnel to stay home when feeling sick or came into contact with positive case

## Decreasing commute risks & pressure on public transport

- ‡ Promote and enable individual commutes (e.g., subsidized biking/parking)
- ‡ Institution -sponsored buses/transit options
- ‡ Alternative hours to limit transportation during high public traffic hours

## Providing additional training and resources

- ‡ Provide guidance on virtual and in -person teams
- ‡ Provide career planning and resources
- ‡ Train staff to support new back -to-school model
- ‡ Post, in areas visible, required hygienic practices

## Enabling access to education and childcare

- ‡ On-site day care or study rooms for limited number of children per day
- ‡ Voucher for online education tools
- ‡ Access to apps to match caregivers with need (including recently displaced workers)
- ‡ Priority for childcare for workers and students not able to WFH

## Building morale and virtual culture

- ‡ Create virtual HR office hours and/or HR hotline
- ‡ Virtual companywide meetings
- ‡ Create networks for workers to connect/share remote working best practices
- ‡ Sponsor well-being challenges geared to staying physically and mentally healthy

## Supporting mental health needs

- ‡ Access to reduced cost and/or free counseling
- ‡ Access to reduced cost and/or telemedicine consultations
- ‡

Recommended protocols for

# Recommended protocols for food services to resume operations (2/2)

‰ Require employees with COVID



## Recommended protocols for campus transportation to resume operations (2/2)

- ‰ Require employees with any COVID-19 symptoms to remain home until they are symptom-free for ten days and three days without medication (whichever longer)
- ‰ Require employees to self-

# Recommended protocols for campus residences to resume operations (1/2)

- ‰ Complete thorough and detailed cleaning of entire facilities, with focus on high -contact areas
- ‰ Make hand sanitizer readily available to residents/personnel throughout property; consider touchless hand sanitizing solutions
- ‰ Complete routine sanitization of high -

## Recommended protocols for campus residences to resume operations (2/2)