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Lake Washington Institute of Technology
Phase 2 COVID-19 Reopening Plan
Exposure Control and Workforce Training Restart Requirements

Governor Jay Inslee’s Safe Start-Stay Healthy order Phase 2 of the Higher Education and Critical Infrastructure Workforce Training Restart COVID-19 Requirements allows for in-person instruction for essential programs. Lake Washington Institute of Technology will utilize the state guidelines to begin limited workforce education beginning on July 6. This plan will be available here and communicated broadly with faculty, staff and students. This notice will include a signed commitment to adhere to the requirements listed in this document (Appendix I).

Programs approved to operate Summer 2020 include:

- School of Manufacturing
- School of Transportation
- School of Health Sciences
  - The Dental Clinic will operate within the guidelines in this report, and extra safety precautions laid out in TITLE of REPORT Appendix X

A list of these classes, days, times, faculty name, and room number is stored on the college’s intranet.

COVID-19 Supervisor

The President will designate a COVID-19 Supervisor who will monitor and enforce the LWTech Phase 2 Reentry Plan and serve as the college point person in the event a positive COVID-19 diagnosis is confirmed. The Supervisor will be available 24-7 through a designated cell phone and email address: covidsupervisor@lwtech.edu and 425-403-6228.

COVID-19 Safety Training

Employees and students will complete an online safety training prior to the first day of on-site work/instruction. Faculty also will read a safety script aloud to their classroom on the first day of class, and weekly thereafter. Staff will also review the safety script on their first day in the office or after July 6th, and weekly thereafter. On-site employees will also receive a weekly training update. Information about updated training will come through your campus email.

The online training is oriented to both employees and students. The COVID-19 Supervisor will keep a log verifying the completion of all required training by employees and students. The COVID-19 Safety Training includes:

- What is COVID-19? Which people are at highest risk of severe disease?
- How to prevent contracting and spreading the virus.
- How LWTech’s on-campus operations will be different Summer quarter 2020
- What campus safety expectations are for faculty, staff, and students working on campus
- Additional, reliable resources and information.

Faculty, staff, and students are asked to review the COVID-19 symptoms daily before coming to campus, and stay home if they have any of the symptoms.

Communication with Campus Community

The COVID-19 Supervisor sent a series of communications to faculty teaching on campus Summer Quarter, students taking classes on campus Summer Quarter, and staff working on campus Summer Quarter. The communications include content in this Re-opening Plan. (Appendix A through G). These communications will be updated throughout the quarter in the event health conditions or state requirements change.
Attendance Monitoring

Three doors will provide the only access to LWTech buildings – West 3rd floor, East 1st Floor, and Allied Health 3rd Floor. Each door will be monitored by two LWTech employees. Visitors will be asked if they have any of the COVID-19 symptoms and will be sent home if they report having any of the symptoms. Their temperature will be taken with a no-contact thermostat; visitors will be set home if their temperature is 100.4 or higher. Faculty, staff and students will scan their ID card into the computer, which will record their name, email address and phone number. If they do not have a card, the information will be typed into the computer by a door monitor. Data collected at the entry will be stored for a minimum of six years.

Faculty are required to record student attendance daily in Canvas. Canvas records are stored for a minimum of six years.

Personal Protective Equipment (PPE)

Masks will be provided to any campus visitor at the three entrance doors, unless they brought one with them.

Each LWTech employee working on campus has been provided two cloth masks. Staff must wear a mask if they are around other people, regardless of location. This may or may not include while sitting at their desk.

Each instructional program operating in Summer has been evaluated for social distancing protocols necessary to complete instruction, and provided with PPE specific to each lab. Faculty and students will be provided with college-issued PPE appropriate to each instructional program. Only these PPE, or a higher grade, will be permitted to be worn while in class. Faculty will monitor student use of PPE to ensure it is worn at all times in the lab.

PPE for the Health Science programs will be stored in their labs. PPE for Manufacturing and Transportation programs will be stored in East 132. Faculty will retrieve their program-specific PPE daily. Employees and students will be sent home if they refuse to wear required PPE.

On-site Social Distancing

The college has been outfitted with signage and floor markers to reinforce social distancing in common areas such as

- W3rd Floor Entrance
- Vending Machines
- Avanti Market
- Culinary Restaurant Grab and Go
- Dental
- ASC Testing
- Financial Aid/High School Programs
- Photo-ID Station
- Allied Health 3rd floor Entrance
- Cafeteria Entrance
- Smoking Shelters

Most tables and chairs in common areas have been removed. Classes will take staggered, assigned breaks in order to limit the number of students in the cafeteria.

Hygiene Preventative Measures

All employees and students are asked to remember to wash their hands regularly, throughout their time on campus; and after when they touch their face or blow their nose. Hand soap, hot water, no-touch paper towel dispensers and no touch disposal receptacles will be provided at all handwashing sinks, on campus. Facial tissues will be provided for employees and students. Hand sanitizer dispensers are available at building entrances, restrooms, classrooms and strategically in common areas for this reason.
Signage throughout campus will highlight and emphasize best practices for washing and sanitizing, and will reinforce the importance of staying home when sick. CDC-approved, non-hazardous disinfectant cleaners for emerging pathogens will be available to Employees to sanitize and disinfect their work areas; including in class rooms.

Campus custodial staff will be on routine cleaning and disinfecting schedules when the campus is open.

**Sanitation**

Sanitation by trained employees will occur throughout campus on an ongoing basis:

- 6 a.m. to 2:30 a.m. Mon. through Fri.
- 6 a.m. to 9:30 p.m. Sat.
- 11 a.m. to 7:30 p.m. Sun.

Classrooms, labs, and conference rooms will be disinfected between usage, and cleaned and disinfected at the end of the day.

Disinfection between classes will consist of spraying a CDC-approved disinfectant onto high-touch surfaces and/or wiping down surfaces with a micro-fiber cloth saturated with disinfectant.

Emphasis will be placed on:

- Doors and hardware
- Light switches
- Tables, chairs, counter surfaces
- Podiums
- Monitors, keyboards, mice
- Sinks, faucets

End of day sanitation will consist of a two part, clean and disinfect process. High touch points will be cleaned and disinfected by:

- Wiping down surfaces with a microfiber cloth and a neutral cleaner
- Spraying surfaces with a neutral disinfectant and left to air dry

Emphasis will be placed on:

- Doors and hardware
- Light switches
- Tables, chairs, counter surfaces
- Podiums
- Monitors, keyboards, mice

Restrooms will be cleaned and disinfected, while campus is occupied, on a rotating basis, approximately every 2 hrs. Sanitation will consist of a two-part process. High touch points will be cleaned and disinfected by:

- Wiping down surfaces with a microfiber cloth and a neutral cleaner
- Spraying surfaces with a neutral disinfectant and left to air dry

Emphasis will be placed on:

- Doors and hardware
- Light switches
- Horizontal surfaces
- Urinals and flush mechanisms
- Sinks, faucets
- Toilets
- TP dispensers, feminine product receptacles
Common areas, throughout campus, will be cleaned and disinfected on a rotating basis, while campus is occupied. Loitering will be discouraged through removal of most furniture. Sanitation will consist of a two part process. High touch points will be cleaned and disinfected by:

- Wiping down surfaces with a microfiber cloth with a neutral cleaner
- Spraying surfaces with a neutral disinfectant and left to air dry

Emphasis will be placed on:
- Doors and hardware
- Light switches
- Tables, chairs, counter surfaces
- Podiums
- Monitors, keyboards, mice
- Kiosks
- Handrails
- Water fountains
- Elevator push buttons and doors
- ADA push buttons
- Vending machines

Sanitation of individual office areas will be the responsibility of the occupant. Proper sanitation will be the responsibility of programs or departments where there are:

- Regulatory requirements
- Programmatic requirements as part of curriculum
- Programmatic and or high value equipment

Approved Chemicals List:
Note that these chemicals do not represent a hazard, when properly diluted and when exposure is at a level normally used in a residential application. Most require PPEs when exposure is at a level used in commercial applications. They can be hazardous in undiluted form. Consult the LWTech Hazard Communication Document and or links below:

Clorox Healthcare Accelerated Hydrogen Peroxide Disinfectant

Buckeye ECO E15 Cleaner
https://www.buckeyeinternational.com/media/ECOHydroPeroxE15.pdf

Buckeye ECO E23 Neutral Disinfectant
https://www.buckeyeinternational.com/media/eco6023E.pdf

Buckeye ECO E12 Glass Cleaner HD
https://www.buckeyeinternational.com/media/ECOGlassCleanerS12.pdf

Buckeye ECO E32 Floor Cleaner Fragrance-Free
https://www.buckeyeinternational.com/media/ECOFloorCleanerS32.pdf

Buckeye ECO E61 Heavy Duty Cleaner
https://www.buckeyeinternational.com/media/ECOHeavyDuty61.pdf

Buckeye ECO E31 pH Neutral Cleaner

Buckeye Gel Scrub
https://www.buckeyeinternational.com/media/GelScrub5220.pdf
Symptom Monitoring
Faculty, staff and students are asked to review the COVID-19 symptoms daily before coming to campus, and stay home if they have any of the symptoms. They will be asked if they have these symptoms when arriving on campus, and their temperature will be taken at this time. Faculty will reinforce this communication in class. Each classroom will have a thermometer for temperature checks during class time.

Incident Reporting
All faculty, staff, and students are instructed to call the COVID-19 Supervisor if they receive a positive diagnosis or know someone who has one at 425-403-6228.

Site Decontamination Procedures
CDC guidance tells us that “Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.”

In the event of a known positive COVID-19 case on campus, the following decontamination steps will be performed:

If feasible...
- Affected area(s) will be locked down for a period of up to 10 days
- Signage will be posted forbidding entry and warning of biohazard

Per CDC guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools, and homes: “If your workplace, school, or business has been unoccupied for 7 or more days, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

If area(s) lockdown is not feasible...
- Open outside doors and windows to increase air circulation in the area(s) and begin a two-step cleaning and disinfection process.
- Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.

Exposure Response Procedures
If a student or faculty is diagnosed with COVID-19, the COVID Supervisor will close the classroom for 14 days; where the individual spent time. Instruction is cohort based, so a student will not be in multiple classrooms. All students and faculty in the classroom will be asked to self-quarantine for 14 days. If a staff member is diagnosed, they will be sent home from work for 14 days and asked to self-quarantine.

If the individual infected has followed the safety protocols identified in this report, there should be no additional infections outside the classroom. The COVID Supervisor will assure these steps were followed by the affected individual to determine if others could have been exposed.

Post-exposure Incident Project-wide Recovery Plan
Following a positive diagnosis, the COVID Supervisor will:
- If in a class: send the individual home and ask them to self-quarantine for 14 days
- Close the classroom for 14 days if it is a faculty or student, contacting each individual enrolled in that class.
- Ask them to self-quarantine for 14 days, without releasing the name of the infected individual.
• If an employee at work: determine if they spent more than 15 minutes with anyone. If yes, ask them to self-quarantine for 14 days. Ask the Custodial Manager to follow disinfecting protocols described above for that area of employment.
Dear Faculty,

While I am sure you are looking forward to being back in the classroom next quarter, it will look different than normal times. Please read this memo in detail so you are prepared. A similar memo is being sent to your students. I have attached a copy of the students’ memo. Please put the student memo in your Canvas site. The College is working under State of Washington guidelines to operate safely. You must follow the rules closely for the health and well-being of yourself and others. More information can be found here (https://www.lwtech.edu/ReturningToCampus). Please note, these protocols may change based on the status of public health and state guidance.

Before you come to campus

- If you recently visited an area outside of Washington, Oregon and Idaho, you must self-quarantine for 14 days from the day you returned before coming to campus.
- Before you come to campus the first time, you must take this one-time, short, online training and confirm on this website that you completed the training.

Every day before you come to campus, ask yourself if you have any of these symptoms:
  - A new fever (100.4 F or higher) or a sense of having a fever?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
  - New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
  - New chills or repeated shaking with chills that you cannot attribute to another health condition?
  - New loss of taste or smell that you cannot attribute to another health condition
- If you have ANY of these symptoms, stay home. Contact your Dean’s Assistant to let them know you are staying home. Communicate with your students as you normally would when you need to take a sick day.

When you come to campus

- Wear a face covering when on campus. If you do not have one, one will be provided at the entrance door. You must wear a face covering when you are around other people. You do not need to wear one if you are working alone in an enclosed office or are in an open area where no other people are around. If you have a disability and need an accommodation for wearing a mask, please contact Human Resources. Note: Masks with valves are not permitted; they protect you but not others around you.
- Bring your LWTech ID card if you have one. If you don’t have one, you will be asked for your name, email address, and cell phone number at the campus entrance. You will be directed to Enrollment Services to receive an ID card.
- Enter campus through one of three monitored entrances closest to your final destination. All other exterior doors will be locked. Even if you have access to open a different door, you must enter through one of these three doors:
  - Allied Health 3rd Floor
    - Mon-Fri 6 a.m. to 6:30 p.m.
    - Sat: 6:30 a.m. to 1:30 p.m.
    - Sun: 7 a.m. to 1:30 p.m.
  - East Mall 1st Floor by Cafeteria
    - Mon-Fri 6 a.m. to 6:30 p.m.
  - West 3rd Floor
    - 7 a.m. to 4:30 p.m.
- If you need to exit the building for a break, you will need to re-enter the building through one of these three doors and be checked in again with a health screening, thermometer check, and ID scan. A map will be available here before the quarter starts to help you navigate accessible entrances and pathways through campus.

Daily Process for Entering Campus:
Come to campus at least 30 minutes early so you aren’t late for class after waiting in line.

An LWTech employee will greet you and ask you the same health questions you asked yourself.

They will take your temperature with a non-touch thermometer. If you have a fever of 100.4 or higher, or have any of the symptoms, you will be sent home.

You will scan your ID card. If you don’t have one, your name, email, and contact number will be entered into the online database. If you don’t have an ID card, you will be directed to get an ID card at the Enrollment Services Desk.

In the classroom

Personal Protective Equipment (PPE) specific to your curriculum will be in the classroom for you to distribute to yourself and students. It must be worn at all times by everyone in the classroom, even when you are lecturing. If a student wants to wear their own PPE, they may only if it is a higher level of protection than provided by the college, like a respirator. If a student refuses to wear the PPE, you must dismiss them from class. Call Campus Safety for assistance at 425-739-8224. File a report here stating the student refused to wear PPE and is out of compliance with college policy.

For Transportation and Manufacturing faculty: PPE for your classroom will be in E132, marked by program. It will be stored here for safety and sanitation. Daily, please collect the PPE you need for your students. Please do not hoard. There is enough for everyone to last the quarter. Your regular classroom key will work for E132. If you have questions or concerns, please contact Michael Richmond.

On the first day of class and weekly thereafter, you MUST review a verbal safety reminder with students; attached in this email. If the script changes you will be notified by Suzy Ames, the college’s COVID-19 Supervisor.

Wash your hands regularly.

Stay 6 feet apart if possible, and continue to wear your face covering

Cleaning supplies and hand sanitizer will be in each classroom to use at your discretion

There will be a no-touch thermometer in your classroom. You may choose to take people’s temperature mid-way through class. If anyone has a temperature of 100.4 or higher, they must leave campus and stay home until their symptoms subside. If a student refuses to have their temperature taken in class, you cannot require it, as it is an additional safety measure not required by the State.

You must take class attendance every day and record it in Canvas. If you don’t know how to do this, email elearning@lwtech.edu.

Please only send your students on breaks at pre-assigned times in order to limit the number of students in the hallways. You can find your classroom break schedule here: P:\COVID Information\RoomUsageChart or ask your Dean’s Assistant.

Students are told to stay home if they have any of the COVID-related symptoms. Please be empathetic, supportive and creative as you work with them to complete the course. Reach out to your Dean for help. The college will be lenient in withdrawals, if necessary.

On campus activities

You must wear your personal face covering or college-issued face covering at all times when walking throughout campus.

Avanti and new vending machines will be open; the Stopwatch Espresso latte stand will be closed. The Culinary program will sell grab-and-go food, Tuesday through Thursday, from 9 a.m. to 1 p.m., starting the 2nd week of the quarter. These days/times may alter depending on customer demand.

Lingering in halls will not be permitted. Employees must eat outside, in their car, or in their office. Most tables and chairs in hallways and the cafeteria have been removed.

If you are eating, you can take your mask off and put it on a clean paper towel, with the outside of the mask face-down.

All restrooms in the East and Allied Health buildings will be open. Some restrooms in the West and Tech buildings will be open. Doors will be propped to reduce the need to disinfect handles, please leave them propped. Custodial will be regularly disinfecting the college throughout the day, this will help focus their attention on classrooms.

All computer labs, library, tutoring, fitness center, and bookstore will be closed for in-person use. Tutoring and the library are available online. The bookstore offers curbside pick-up.

From July 6 through Aug. 28 (Summer Quarter), you will no longer need permission from a Cabinet member to access campus. However, all protocols noted in this letter will be enforced.

COVID-19 Supervisor
Suzy Ames is the College’s COVID-19 Supervisor. If you have COVID-related questions you can email covidsupervisor@lwtech.edu.

COVID-19 Illness
If you test positive for COVID-19 near the start of summer quarter or during the quarter, you must contact the college’s COVID-19 Supervisor at 425-403-6228. If you hear someone received a positive test, you must call this number.

Questions?
Suzy Ames and your Dean of Instruction will be here to support you. Please reach out to us.
Appendix B: Students Return to Campus Memo – June 25

Dear Students,

While I am sure you are looking forward to being back in the classroom next quarter, it will look different than normal times. Please read this memo in detail so you are prepared. The College is working under State of Washington guidelines to operate safely. You must follow the rules closely for the health and well-being of yourself and others More information can be found here (https://www.lwtech.edu/ReturningToCampus). Please note, these protocols may change based on the status of public health and state guidance.

Before you come to campus

- If you recently visited an area outside of Washington, Oregon and Idaho, you must self-quarantine for 14 days from the day you returned before coming to campus.
- Before you come to campus the first time, you must take this one-time, short, online training and confirm on this website that you completed the training.
- Every day before you come to campus, ask yourself if you have any of these symptoms:
  - A new fever (100.4 F or higher) or a sense of having a fever?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
  - New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
  - New chills or repeated shaking with chills that you cannot attribute to another health condition?
  - New loss of taste or smell that you cannot attribute to another health condition?
- If you have ANY of these symptoms, stay home. Contact your faculty.

When you come to campus

- Wear a face covering when on campus. If you do not have one, one will be provided at the entrance door. You must wear a face covering when you are around other people. You do not need to wear one if you are working alone in an enclosed office or are in an open area where no other people are around. If you have a disability and need an accommodation for wearing a mask, please contact Disability Student Services. Note: Masks with valves are not permitted; they protect you but not others around you.
- Bring your LWTech ID card if you have one. If you don’t have one, you will be asked for your name, email address, and cell phone number at the campus entrance. You will be directed to Enrollment Services to receive an ID card.
- Enter campus through one of three monitored entrances closest to your final destination. All other exterior doors will be locked.
  - Allied Health 3rd Floor
    i. Mon-Fri 6 a.m. to 6:30 p.m.
    ii. Sat: 6:30 a.m. to 1:30 p.m.
    iii. Sun: 7 a.m. to 1:30 p.m.
  - East Mall 1st Floor by Cafeteria
    i. Mon-Fri 6 a.m. to 6:30 p.m.
  - West 3rd Floor
    i. 7 a.m. to 4:30 p.m.

If you need to exit the building for a break, you will need to re-enter the building through one of these three doors and be checked in again with a health screening, thermometer check, and ID scan. A map will be available here before the quarter starts to help you navigate accessible entrances and pathways through campus.

Daily Process for Entering Campus:

- Come to campus at least 30 minutes early so you aren’t late for class after waiting in line.
- An LWTech employee will greet you and ask you the same health questions you asked yourself.
- They will take your temperature with a non-touch thermometer. If you have a fever of 100.4 or higher, or have any of the symptoms, you will be sent home.
• You will scan your ID card. If you don’t have one, your name, email, and contact number will be entered into the online database. If you don’t have an ID card, you will be directed to get an ID card at the Enrollment Services Desk.

In the classroom
• Personal Protective Equipment (PPE) specific to your curriculum will be in the classroom. It must be worn at all times in the classroom. If you want to wear your own PPE while in class, you may only if it is a higher level of protection than provided by the college. Masks with valves are not permitted because they protect you but not others. If you refuse to wear the PPE, you will be dismissed from class by your faculty member and Campus Safety. A report will be filed against you for being out of compliance with college policy.
• Cleaning supplies and hand sanitizer will be in each classroom.
• Wash your hands regularly.
• Stay 6 feet apart if at all possible and continue to wear your face covering at all times.
• Faculty may take students’ temperature mid-way through class. If anyone has a temperature of 100.4 or higher they must leave campus and stay home until their symptoms subside.

On Campus Activities
• Avanti and new vending machines will be open; the Stopwatch Espresso latte stand will be closed. The Culinary program will sell grab-and-go food, Tuesday through Thursday, from 9 a.m. to 1 p.m., starting the 2nd week of the quarter. These days/times may alter depending on customer demand.
• All computer labs, library, tutoring, and bookstore will be closed for in-person use. Tutoring and the library are available online. The bookstore offers curbside pick-up.
• Advising, Assessment, Counseling, Disability Services, Financial Aid, Enrollment Services, TRIO, Veteran’s Services, High School Programs, and WorkForce Development will be available by appointment only for issues that cannot be handled via email. Appointments will most likely occur over Zoom. Rarely will in person appointments be provided.
• All restrooms in the East and Allied Health buildings will be open. Some restrooms in the West and Tech buildings will be open. Doors will be propped to reduce the need to disinfect handles, please leave them propped. Custodial will be regularly disinfecting the college throughout the day, this will help focus their attention on classrooms.
• Lingering or socializing in hallways, cafeteria, or outside will not be permitted. Students must eat outside or in their car. Most tables and chairs in hallways and the cafeteria have been removed.
• If you are eating, you can take your mask off and put it on a clean paper towel, with the outside of the mask face-down.
• Student lockers will be available on the 2nd floor East Building and the 1st floor East Building near the Veterans Center, in addition to lockers in classrooms.
• Wash your hands regularly.
• Stay 6 feet apart if at all possible.

COVID-19 Supervisor
• There is an assigned COVID-19 Supervisor. If you have COVID-related questions, email covidsupervisor@lwtech.edu.

COVID-19 Illness
• If you test positive for COVID-19 near the start of summer quarter or during the quarter, you must contact the college’s COVID-19 Supervisor at 425-403-6228. If you hear someone received a positive test, you must call this number and report it.
Appendix C: Staff Return to Campus Memo – June 25

Dear LWTech Staff,

I am writing to let you know on-campus operations will look a little different starting July 6, the beginning of Summer Quarter. Please read this memo in detail so you are prepared. Now that students will be on campus, new protocols are required by the State of Washington to operate safely. You must follow the rules closely for the health and well-being of yourself and others. More information can be found here (https://www.lwtech.edu/ReturningToCampus). Please note, these protocols may change based on the status of public health and state guidance.

Before you come to campus
- If you recently visited an area outside of Washington, Oregon and Idaho, you must self-quarantine for 14 days from the day you returned before coming to campus.
- Before you come to campus the first time, you must take this one-time, short, online training and confirm on this website that you completed the training.
- Every day before you come to campus, ask yourself if you have any of these symptoms:
  - A new fever (100.4 F or higher) or a sense of having a fever?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
  - New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
  - New chills or repeated shaking with chills that you cannot attribute to another health condition?
  - New loss of taste or smell that you cannot attribute to another health condition?
- If you have ANY of these symptoms, stay home. Contact your supervisor.

When you come to campus
- Wear a face covering when on campus. If you do not have one, one will be provided at the entrance door. You must wear a face covering when you are around other people. You do not need to wear one if you are working alone in an enclosed office or are in an open area where no other people are around. If you have a disability and need an accommodation for wearing a mask, please contact Human Resources. Note: Masks with valves are not permitted; they protect you but not others around you.
- Bring your LWTech ID card if you have one. If you don’t have one, you will be asked for your name, email address, and cell phone number at the campus entrance. You will be directed to Enrollment Services to receive an ID card.
- Enter campus through one of three monitored entrances closest to your final destination. All other exterior doors will be locked. Even if you have access to open a different door, you must enter through one of these three doors:
  - Allied Health 3rd Floor
    - i. Mon-Fri 6 a.m. to 6:30 p.m.
    - ii. Sat: 6:30 a.m. to 1:30 p.m.
    - iii. Sun: 7 a.m. to 1:30 p.m.
  - East Mall 1st Floor by Cafeteria
    - i. Mon-Fri 6 a.m. to 6:30 p.m.
  - West 3rd Floor
    - i. 7 a.m. to 4:30 p.m.
- If you need to exit the building for a break, you will need to re-enter the building through one of these three doors and be checked in again with a health screening, thermometer check, and ID scan. A map will be available here before the quarter starts to help you navigate accessible entrances and pathways through campus.

Daily Process for Entering Campus:
- Come to campus at least 30 minutes early so you aren’t late for work after waiting in line. Start time for over-time eligible employees’ (Classified and IUOE) will commence once you enter the line to get into the building. Please work with your Supervisor on adjusting your schedule as all over-time-hours must be approved by your Supervisor.
- An LWTech employee will greet you and ask you the same health questions you asked yourself.
They will take your temperature with a non-touch thermometer. If you have a fever of 100.4 or higher, or have any of the symptoms, you will be sent home. Please work with your supervisor to determine whether you will take leave or work from home.

You will scan your ID card. If you don’t have one, your name, email, and contact number will be entered into the online database, and you will be directed to get an ID card at the Enrollment Services Desk.

**In your work area**

- On your first day on campus and weekly thereafter, you MUST review a safety reminder; attached in this email. If the script changes you will be notified by Suzy Ames, the college’s COVID-19 Supervisor.
- You must wear a face a covering when you are around other people. You do not need to wear it if you are working alone in an enclosed office or are in an open area where no other people are around. The college has cloth masks for you if you do not have one.
- Wash your hands regularly.
- Stay 6 feet apart if at all possible.

**On Campus Activities**

- Avanti and new vending machines will be open; the Stopwatch Espresso latte stand will be closed. The Culinary program will sell grab-and-go food, Tuesday through Thursday, from 9 a.m. to 1 p.m., starting the 2nd week of the quarter. These days/times may alter depending on customer demand.
- All computer labs, library, tutoring, and bookstore will be closed for in-person use. Tutoring and the library are available online. The bookstore offers curbside pick-up.
- All restrooms in the East and Allied Health buildings will be open. Some restrooms in the West and Tech buildings will be open. Doors will be propped to reduce the need to disinfect handles, please leave them propped. Custodial will be regularly disinfecting the college throughout the day.
- Linger in halls and the cafeteria will not be permitted. Staff must eat at their desks, outside or in their car. Most tables and chairs in hallways and the cafeteria have been removed.
- If you are eating, you can take your mask off and put it on a clean paper towel, with the outside of the mask face-down.
- Wash your hands regularly.
- Stay 6 feet apart if at all possible and wear your face covering when around other people.
- From July 6 through Aug. 28 (Summer Quarter), you will no longer need permission from a Cabinet member to access campus. However, all of the protocols described in this memo will be enforced.

**COVID-19 Supervisor**

- Suzy Ames is the College’s COVID-19 Supervisor. If you have COVID-related questions you can email covidsupervisor@lwtech.edu.

**COVID-19 Illness**

- If you test positive for COVID-19 near the start of summer quarter or during the quarter, you must contact the college’s COVID-19 Supervisor at 425-403-6228. If you hear someone received a positive test, you must call this number to report it.

**Questions?**

Email: covidsupervisor@lwtech.edu
Appendix D: Chris Smith Return to Campus Memo – June 25

Dear Chris,

While I am sure you are looking forward to being back in the classroom next quarter, it will look different than normal times.

Since you are running a self-contained classroom, I am sending you directions on the steps I am hoping you will take to keep you and your students healthy. A similar memo is being sent to your students. I have attached a copy of the students’ memo. **Please put the student memo in your Canvas site.**

Please read this memo in detail so you are prepared. The College is working under State of Washington guidelines to operate safely. You must follow the rules closely for the health and well-being of yourself and others. More information can be found [here](https://www.lwtech.edu/ReturningToCampus). Please note, these protocols may change based on the status of public health and state guidance.

**Before you come to campus**

- If you recently visited an area outside of Washington, Oregon and Idaho, you must self-quarantine for 14 days from the day you returned before coming to campus.
- Before you come to campus the first time, you must take this one-time, short, online training and confirm on this [website](https://www.lwtech.edu) that you completed the training.
- Every day before you come to campus, ask yourself if you have any of these symptoms:
  - A new fever (100.4 F or higher) or a sense of having a fever?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
  - New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
  - New chills or repeated shaking with chills that you cannot attribute to another health condition?
  - New loss of taste or smell that you cannot attribute to another health condition?
- If you have ANY of these symptoms, stay home. Contact your Dean’s Assistant to let them know you are staying home. Communicate with your students as you normally would when you need to take a sick day.

**When you go to the Horticulture Greenhouse:**

- You must wear a face a covering when you are around other people. Masks with valves are not permitted because they protect you and not others around you. You do not need to wear one if you are working alone in and enclosed office or are in an open area where no other people are around. If you have a disability and need an accommodation for wearing a mask, please contact Human Resources.
- Create a daily log of employees and students who come to the Greenhouse. You can have a separate list for You, Elaine and Marybeth, and one for students. The student log must be in Canvas. (If you don't know how to do this, email elearning@lwtech.edu). This log must be stored in a file for 6 years. Canvas records are automatically stored.
- Ask everyone the same health questions you asked yourself at home (see above). Take your temperature, and everyone else entering the Greenhouse. If anyone has a fever of 100.4 or higher, or have any of the symptoms, they must go home.

**In the classroom**

- On the first day of class and weekly thereafter, you MUST review a verbal safety reminder with students; attached in this email. If the script changes you will be notified by Suzy Ames, the college’s COVID-19 Supervisor.
- Personal Protective Equipment (PPE) specific to your curriculum will be in the Greenhouse Office for you to distribute to yourself and students. It must be worn at all times in the Greenhouse. If a student wants to wear their own PPE, they may only if it is a higher level of protection than provided by the college. Masks with valves are not permitted because they protect you but not others. If a student refuses to wear the PPE, you must dismiss them from class. Call Campus Safety for assistance at 425-739-8224. File a report [here](https://www.lwtech.edu) stating the student refuses to wear PPE and is out of compliance with college policy.
- Cleaning supplies and hand sanitizer will be in the Greenhouse Office for use at your discretion.
• Wash your hands regularly.
• Stay 6 feet apart if at all possible and continue to wear your face covering.
• There will be a non-touch thermometer in the Greenhouse Office. You may choose to take people’s temperature mid-way through class. If anyone has a temperature of 100.4 or higher they must leave campus and stay home until their symptoms subside. If a student refuses to have their temperature taken in class, you cannot require it, as it is an additional safety measure not required by the State.
• Students will be instructed to stay home if they have any of the COVID-related symptoms. Please be empathetic, supportive and creative as you work with them to complete the course. Reach out to your Dean for help. The college will be lenient in withdrawals, if necessary.

If anyone enters the main campus buildings:
• Wear a face covering on campus. If you do not have one, one will be available at the entrance door.
• Enter campus through one of three monitored entrances closest to your final destination. All other exterior doors will be locked. Even if you have access to open a different door, you must enter through one of these three doors:
  o Allied Health 3rd Floor
    i. Mon-Fri 6 a.m. to 6:30 p.m.
    ii. Sat: 6:30 a.m. to 1:30 p.m.
    iii. Sun: 7 a.m. to 1:30 p.m.
  o East Mall 1st Floor by Cafeteria
    i. Mon-Fri 6 a.m. to 6:30 p.m.
  o West 3rd Floor
    i. 7 a.m. to 4:30 p.m.
• If you need to exit the building for a break, you will need to re-enter the building through one of these three doors and be checked in again with a health screening, thermometer check, and ID scan. A map will be available here before the quarter starts to help you navigate accessible entrances and pathways through campus.
• You will be greeted by an LWTech employee who will ask you the same health questions you asked yourself, and take your temperature. If you have a fever of 100.4 or higher, or have any of the symptoms, you will be sent home.
• Scan your ID card. If you don't have a card, your name, email, and cell number will be entered into the database. (If you don't have an ID card, you will be directed to get an ID card at the Enrollment Services Desk.)

On campus activities
• Avanti and new vending machines will be open; the Stopwatch Espresso latte stand will be closed. The Culinary program will sell grab-and-go food, Tuesday through Thursday, from 9 a.m. to 1 p.m., starting the 2nd week of the quarter. These days/times may alter depending on customer demand.
• Lingering in halls and cafeteria will not be permitted. Everyone must eat outside or in their car. Most tables and chairs in hallways and the cafeteria have been removed.
• If you are eating, you can take off your face covering and put it on a clean paper towel, with the outside of the mask face-down.
• All restrooms in the East and Allied Health buildings will be open. Some restrooms in the West and Tech buildings will be open. Doors will be propped to reduce the need to disinfect handles, please leave them propped. Custodial will be regularly disinfecting the college throughout the day, this will help focus their attention on classrooms.
• All computer labs, library, tutoring, and bookstore will be closed for in-person use. Tutoring and the library are available online. The bookstore offers curbside pick-up.
• From July 6 through Aug. 28 (Summer Quarter), you will no longer need permission from a Cabinet member to access campus. However, all protocols described in this memo will be enforced.

COVID-19 Supervisor
• Suzy Ames is the College’s COVID-19 Supervisor. If you have COVID-related questions you can email covidsupervisor@lwtech.edu.

COVID-19 Illness
• If you test positive for COVID-19 near the start of summer quarter or during the quarter, you must contact the college’s COVID-19 Supervisor at 425-403-6228. If you hear someone received a positive test, you must call this number.

Questions?
Suzy Ames and your Dean of Instruction will be here to support you. Please reach out to us.
Appendix E: Heather Wildes Return to Campus Memo – June 25

Dear Heather,

We are so glad you have been able to safely open the ELC. In addition to the new guidelines you and your team have to follow as a childcare center, the college also needs you to take some additional steps starting July 6, the beginning of Summer Quarter.

Since you are running a self-contained area, I am sending you directions that are slightly different than for the rest of the college community.

Please read this memo in detail so you are prepared. The College is working under State of Washington guidelines to operate safely. You must follow the rules closely for the health and well-being of yourself and others. More information can be found here (https://www.lwtech.edu/ReturningToCampus). Please note, these protocols may change based on the status of public health and state guidance.

Before summer quarter starts:

- If you visit an area outside of Washington, Oregon and Idaho, you must self-quarantine for 14 days from the day you returned before coming back to campus.
- Before July 6, 2020, you and all your staff must take this one-time, short, online training and confirm on this website that you completed the training.
- Every day before you come to campus, ask yourself if you have any of these symptoms:
  - A new fever (100.4 F or higher) or a sense of having a fever?
  - A new cough that you cannot attribute to another health condition?
  - New shortness of breath that you cannot attribute to another health condition?
  - A new sore throat that you cannot attribute to another health condition?
  - New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
  - New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
  - New chills or repeated shaking with chills that you cannot attribute to another health condition?
  - New loss of taste or smell that you cannot attribute to another health condition?
- If you have ANY of these symptoms, stay home. Contact your supervisor that you are staying home and communicate with your ELC staff.

While in the ELC classrooms:

- On your first day on campus and weekly thereafter, you MUST review a safety reminder; attached in this email. If the script changes you will be notified by Suzy Ames, the college’s COVID-19 Supervisor.
- You must wear a face a covering when you are around other people. You do not need to wear it if you are working alone in and enclosed office or are in an open area where no other people are around. If you have a disability and need an accommodation for wearing a mask, please contact Human Resources. Note: Masks with valves are not permitted; they protect you but not others around you.
- Continue to use the specialized Personal Protective Equipment (PPE) for the ELC.
- Use HiMama software to maintain a log of employees and children who come to the ELC. This log must be stored in a file for 6 years.
- Ask your staff the same health questions you asked yourself at home (see above). Take your temperature, and everyone else entering the ELC. If anyone has a fever of 100.4 or higher, or have any of the symptoms, they must go home.
- Once a week, please review the oral safety reminder with your team attached in the email. If there are changes to the script, you will be notified by Suzy Ames, the COVID-19 Supervisor.
- Continue to order cleaning supplies and hand sanitizer as needed.
- Continue to follow all DCYF guidelines as needed for the ELC.
- Wash your hands regularly.
- Stay 6 feet apart if at all possible.
If anyone enters the main campus buildings:

- Wear a face covering on campus. If you do not have one, one will be available at the entrance door. Note: Masks with valves are not permitted; they protect you but not others around you.
- Enter campus through one of three monitored entrances closest to your final destination. All other exterior doors will be locked. Even if you have access to open a different door, you must enter through one of these three doors:
  - Allied Health 3rd Floor
    - i. Mon-Fri 6 a.m. to 6:30 p.m.
    - ii. Sat: 6:30 a.m. to 1:30 p.m.
    - iii. Sun: 7 a.m. to 1:30 p.m.
  - East Mall 1st Floor by Cafeteria
    - i. Mon-Fri 6 a.m. to 6:30 p.m.
  - West 3rd Floor
    - i. 7 a.m. to 4:30 p.m.

If you need to exit the building for a break, you will need to re-enter the building through one of these three doors and be checked in again with a health screening, thermometer check, and ID scan. A map will be available here before the quarter starts to help you navigate accessible entrances and pathways through campus.

- You will be greeted by an LWTech employee who will ask you the same health questions you asked yourself, and take your temperature. If you have a fever of 100.4 or higher, or have any of the symptoms, you will be sent home.
- Scan your ID card. If you don’t have a card, your name, email, and cell number will be entered into the database. (If you don’t have an ID card, you will be directed to get an ID card at the Enrollment Services Desk.)

On campus activities

- Avanti and new vending machines will be open; the Stopwatch Espresso latte stand will be closed. The Culinary program will sell grab-and-go food, Tuesday through Thursday, from 9 a.m. to 1 p.m., starting the 2nd week of the quarter. These days/times may alter depending on customer demand.
- Linger in halls and cafeteria will not be permitted. Everyone must eat outside or in their car. Most tables and chairs in hallways and the cafeteria have been removed.
- If you are eating, you can take off your face covering and put it on a clean paper towel, with the outside of the mask face-down.
- All restrooms in the East and Allied Health buildings will be open. Some restrooms in the West and Tech buildings will be open. Doors will be propped to reduce the need to disinfect handles, please leave them propped. Custodial will be regularly disinfecting the college throughout the day, this will help focus their attention on classrooms.
- All computer labs, library, tutoring, and bookstore will be closed for in-person use. Tutoring and the library are available online. The bookstore offers curbside pick-up.
- From July 6 through Aug. 28 (Summer Quarter), you will no longer need permission from a Cabinet member to access campus. However, all protocols described in this memo will be enforced.

COVID-19 Supervisor

- Suzy Ames is the College’s COVID-19 Supervisor. If you have COVID-related questions you can email covidsupervisor@lwtech.edu.

COVID-19 Illness

- If you test positive for COVID-19 near the start of summer quarter or during the quarter, you must contact the college’s COVID-19 Supervisor at 425-403-6228. If you hear someone received a positive test, you must call this number.

Questions?
Suzy Ames and Ruby Hayden will be here to support you. Please reach out to us.
Appendix F: Safety Script – June 25

Faculty – *This script must be read on the first day of class and weekly thereafter. If there are changes, they will be provided to you by Suzy Ames*

Staff – *You must review this script on your first day in the office on or after July 6, and weekly thereafter. If there are changes, they will be provided to you by Suzy Ames*

The College is working under State of Washington guidelines to operate safely. You must follow the rules closely for the health and well-being of yourself and others.

1. In the classroom, you must wear college-issued personal protective equipment. If you want to use your own PPE, it must be the same grade or higher than college-issued equipment. Masks with valves are not permitted as they protect you but not others around you.
2. If possible, stay 6 feet apart in the classroom.
3. When leaving the classroom, wear a face covering. You may wear your college-issued face covering, or your own. If you plan to re-use a face covering, but need to remove it to eat or swap out with a different mask during the day, you can take your mask off and put it on a clean paper towel, with the outside of the mask face-down.
4. 6 foot social distancing markers will be placed in strategic areas throughout the college, please use them for physical distancing Do not congregate in common areas, observe your designated break time, and keep visits outside of the classroom brief.
5. Wash your hands and/or use hand sanitizer regularly throughout the day when on campus
6. If you start to experience any of the symptoms asked of you when you arrived on campus today, please go home and notify your professor as soon as possible.
7. If you test positive for COVID-19, please call the LWTech COVID Supervisor at 425-403-6228.
Appendix G: Sick Student Emails from Faculty to Students

Draft Emails from faculty to students

*If student reports illness (not necessarily COVID related or unknown cause):*

Hello (Student Name),

Thank you for informing me of your symptoms. LWTech cares about your health and well-being. For the safety of yourself and others, please do not return to campus until your symptoms have ended, or 72 hours after a fever has broken – whichever is longer. Please keep me updated on how you’re feeling.

Take care,

Professor’s Name

*If student reports positive COVID test result:*

Hello (Student Name),

Thank you for informing me of your diagnosis. To protect the privacy of your health information, please immediate report your positive test result to the College’s COVID-19 Supervisor’s direct line: 425-403-6228.

Take care,

Professor’s Name

*Note to professor: As a safety precaution, please call the College’s COVID-19 Supervisor’s direct line: 425-403-6228 to let Suzy Ames know you have a student who tested positive.*
Appendix H: Dental Hygiene Reopening Plan

Dental Hygiene Program

Return to Clinic


Summer 2020

Revisions may be made to this document as directed by our current public health condition

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Clinic
  Attire
  Personal Protective Equipment Overview
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  Clinic Protocols During Patient Care
  Donning and Doffing of PPE Procedures
  Block Huddles
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  Instructor Stations
Restorative Hygiene
  Barriers for Restorative Hygiene Operatory Set Up
  Cleaning the Restorative Operatory After Procedure
Hi everyone,
I’m sure you are all anxious and may even be hesitant in returning to clinic. We all have been affected by COVID-19 one way or another, and I hope that moving forward with clinic will give us some control back to our life, whether as a student or a staff/faculty member.

As your faculty, staff and I prepare for returning to clinic, many safety protocols need to take place in order for us to return as safely as possible while we wait for a vaccine. We are in healthcare and by nature, we cannot socially distance with our patients. Therefore, we will be adding a few more safety protocols in addition to our normal Standard Precaution measures to ensure the safety of the team and our patients.

The protocols have been prepared utilizing resources from ADHA Interim Guidance on Returning to Work. The ADHA guidelines utilize resources from CDC, OSHA, ADA and OSAP. Carrie Sasynuik, our Dental Clinic Manager has been appointed as our COVID-19 National Resource Monitor. We will change and update safety protocols in this manual and within your Dental Hygiene Theory & Practice Canvas course as new information becomes available. The COVID-19 Return to Clinic Policies and Protocols detailed within this manual will be held in place by Compliance Officers Richelle Stauch, our Clinic Manager, and Lead faculty.

Welcome back to clinic!

Sincerely,

Cindy Ko
Cindy Ko RDH, MA
Associated Dean-Dental Programs

Infection Control Lab Agenda
Monday, July 6th, 2020
7:30-11:30 AM Clinic Session

Students, faculty, and staff will review all safety protocols related to infection control through online resources and clinical learning activities, which include demonstration, discussion, and active participation through simulation.

Senior and Junior students within their A and B groups are required to participate according to the schedules below. If a student is not able to attend due to a previously scheduled National Dental Hygiene Board Exam, prior communication of this is necessary and an alternative schedule is to be decided upon with their lead instructor. All lecture material will be made available in your Theory and Practice Canvas shells.

<table>
<thead>
<tr>
<th>Group A</th>
<th>Class of 2020</th>
<th>Class of 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Jackie, Alanna, Nancy, Alex, Sabina</td>
<td>A1: Lauren, Ashley, Inga, Kristin, Neda</td>
<td></td>
</tr>
<tr>
<td>A2: Diana, Brittany, Scott, Amy, Thuy</td>
<td>A2: Swetha, Michelle, Stephanie, Jackie, Kara B.</td>
<td></td>
</tr>
<tr>
<td>A3: Jenny, Paul, Wakasa, Claire, Jericha</td>
<td>A3: Jennifer, Sunny, Tara, Inessa, Yan</td>
<td></td>
</tr>
<tr>
<td>Group B</td>
<td>B1: Vanessa, Maryam, Naomi, Carolyn, Sophia</td>
<td>B1: Sarah O., Victoria, Angela, Juliet, Johnny</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Details</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7:00-</td>
<td>A201: Fit testing</td>
<td>Faculty: Whitcomb, Prerequisite: Medical Evaluation for Respirator Use, Specific faculty sign-up for fit test (see Mrs. Ko’s schedule)</td>
</tr>
<tr>
<td>7:40-</td>
<td>Class of 2021 Group A</td>
<td>7:40-7:55 Group A1, 7:55-8:10 Group A2, 8:10-8:30 Group A3, *Once the fit test is complete, exit the building and wait in your car until your clinic session time (Group A3 may go straight to clinic).</td>
</tr>
<tr>
<td>8:30-</td>
<td>Class of 2021 Group B</td>
<td>8:30-8:45 Group B1, 8:45-9:00 Group B2, 9:00-9:15 Group B3, *Once the clinic lab is complete, exit the building and wait in your car until your fit test time (Group B1 may go straight to A201).</td>
</tr>
<tr>
<td>9:30-</td>
<td>Class of 2020 Group A</td>
<td>9:30-9:45 Group A1, 9:45-10:00 Group A2, 10:00-10:15 Group A3, *Once the fit test is complete, exit the building and wait in your car until your clinic session time (Group A3 may go straight to clinic).</td>
</tr>
<tr>
<td>10:30-</td>
<td>Class of 2020 Group B</td>
<td>10:30-10:50 Group B1, 10:50-11:10 Group B2, 11:10-11:30 Group B3, *Once the clinic lab is complete, exit the building and wait in your car until your fit test time (Group B1 may go straight to A201).</td>
</tr>
</tbody>
</table>

Table 2: July 6th Schedule

Clinic Agenda
### Class of 2021 Clinic Lab Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Station 1: Operatory, Water Bottles (Gallagher/Stauch)</th>
<th>Station 2: PPE Donning and Doffing (Lindeman)</th>
<th>Station 3: Respirator Storage (Bradshaw)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-7:50</td>
<td>B1</td>
<td>B2</td>
<td>B3</td>
</tr>
<tr>
<td>7:50-8:00</td>
<td>B3</td>
<td>B1</td>
<td>B2</td>
</tr>
<tr>
<td>8:00-8:20</td>
<td>B2</td>
<td>B3</td>
<td>B1</td>
</tr>
<tr>
<td>8:30-8:45</td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
</tr>
<tr>
<td>8:45-9:00</td>
<td>A3</td>
<td>A1</td>
<td>A2</td>
</tr>
<tr>
<td>9:00-9:15</td>
<td>A2</td>
<td>A3</td>
<td>A1</td>
</tr>
</tbody>
</table>

Table 3: Class of 2021 Clinic Lab Schedule

### Class of 2020 Clinic Lab Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Station 1: Operatory, Water Bottles (Gallagher/Stauch)</th>
<th>Station 2: PPE Donning and Doffing (Lindeman)</th>
<th>Station 3: Respirator Storage (Bradshaw)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-9:50</td>
<td>B1</td>
<td>B2</td>
<td>B3</td>
</tr>
<tr>
<td>9:50-10:10</td>
<td>B3</td>
<td>B1</td>
<td>B2</td>
</tr>
<tr>
<td>10:10-10:30</td>
<td>B2</td>
<td>B3</td>
<td>B1</td>
</tr>
<tr>
<td>10:30-10:50</td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
</tr>
<tr>
<td>10:50-11:10</td>
<td>A3</td>
<td>A1</td>
<td>A2</td>
</tr>
<tr>
<td>11:10-11:30</td>
<td>A2</td>
<td>A3</td>
<td>A1</td>
</tr>
</tbody>
</table>

Table 4: Class of 2020 Clinic Lab Schedule

### Lab Stations

*Station 3 will be socially distanced directly outside sterilization area*

<table>
<thead>
<tr>
<th>A3</th>
<th>B5</th>
<th>C5</th>
<th>D5</th>
<th>E5</th>
<th>F5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>B4</td>
<td>C4</td>
<td>D4</td>
<td>E4</td>
<td>F4</td>
</tr>
<tr>
<td>A1</td>
<td>B3</td>
<td>C3</td>
<td>D3</td>
<td>E3</td>
<td>F3</td>
</tr>
<tr>
<td>Block 1</td>
<td>Block 1</td>
<td>Block 2</td>
<td>Block 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Xray View table

<table>
<thead>
<tr>
<th>Station 2</th>
<th>Block 3</th>
<th>Block 5</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>B2</td>
<td>C2</td>
<td>D2</td>
<td>E2</td>
</tr>
<tr>
<td>F2</td>
<td>*Station 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Entering the Building

Screening protocols and infection control measures have been put in place by LWTech’s administration. A separate grouping of information is forthcoming from the college. At this time, it is not required to test for COVID-19 prior to returning to campus. To address asymptomatic and pre-symptomatic transmission, everyone entering the college will have to wear a facemask (cloth is acceptable).

No one should enter the campus if sick or having any cold, flu or COVID-19 symptoms. Individuals who have symptoms should contact their Healthcare Provider for directions.

- Students, Faculty, and Staff: Follow college developed screening protocol. If you have travelled outside of Washington with the exception of Idaho and Oregon, self-quarantine is required for 14 days upon return.
- Patient of the Dental Clinic: Follow college developed screening protocol. Patients will be screened further at the Front Office as described in the Front Office Procedures section.

Social Distancing

LWTech prohibits loitering or communing in the common areas of campus.

- In the Front Office: Points 4-7 of the Front Office Procedures section (p. 7).
- In the Locker Area: No more than five students are allowed in the locker room at one time. Students inside the locker room are to be 6 feet apart. If lockers are next to another student, wait for that area to be clear.
- During Lunch or Break:
  - Avanti and new vending machines will be open.
  - The Culinary Program will sell grab-and-go food on T – TH 9 to 1pm starting the 2nd week. Days/times may alter depending on demand.
  - On Wednesdays, students may use A201 (8 students) and E109 (7 students) during the break. The lunchroom is E109 and is designated for hygiene students only.
  - No patients are allowed in the student lunchroom. Patients need to eat in their car or go off campus to get food.
  - There will be a microwave in E109 for student use.
- Seating: Social distancing will be as follows: there will be chairs set up at every other station. Please do not sit next to each other or across from each other.
- Clean-up of Lunchroom: Remember you have been sitting at that station with contaminated scrubs on. Clean your station of all food items. Spray your station and the chair with Birex (using the spray wipe spray technique). Let your station sit for 10 minutes before the next student can use it.
- Faculty Lounge: Faculty and staff will follow the above seating and clean up protocols when in the faculty lounge.
- Choosing to Go Off Campus: If you choose to go off campus between clinic sessions you will need to change out of your scrubs and into your street clothes. This option could be very time consuming, as you only have one hour between clinic sessions.
- In the Dental Clinic: See Appendix A for Clinic Session Operatory Assignments. Students will occupy every other operatory as demonstrated in Appendix B. Afternoon sessions will not occupy the same operatories as the morning sessions, and evening sessions will occupy morning session operatories. If a student is seeing the same patient from one session to the other, they may stay in the same operatory but will need to cover all instruments and suctions with a plastic barrier during the break.

Clinic Cleaning and Disinfecting
LWTech Facilities will disinfect the clinic area between clinic sessions within a 30 minute time frame. Clean and disinfect includes mopping floors, cleaning sink areas and highest counters in between operatories, and emptying garbage. Bathrooms, lobby areas, and high-touch points will also be disinfected.

### Front Office Procedures

1. Reception/front office will follow ADA, CDC, and OSHA recommendations to keep patients, staff, and students safe during check-in and check-out.

2. Forty-eight (48) hours prior to appointment patients will be contacted and the questionnaire COVID screening form will be gone over.
   2.1. Patients will be reminded that only they are allowed into the college and no family or friends. Family members escorting any patient must drop off patient and wait in the car until they are called to come to the clinic to pick up the patient.
   2.2. Patients will be reminded only a wallet, phone, and asthma inhaler are the only personal items allowed in the clinic.

3. Patients will go through a security process at the entrance of school and have their temperature taken and go through the COVID screening questions on day of.
   3.1. Masks and hand sanitizer will be available at the front office when the patient checks in.
   3.2. We ask that hands be washed or sanitized after using a pen or a keyboard.

4. Patients will stand at pre-marked areas established at six (6) feet apart.
   4.1. The patient will wait six feet apart and **will wear a face mask whenever not being seen by a provider**.
   4.2. Seating will be reserved for those who require seating for physical reasons or to complete new patient registration at a computer.

5. Patients will check into the clinic at the following times:

<table>
<thead>
<tr>
<th>Time</th>
<th>New patient &amp; restorative</th>
<th>Patient of record &amp; recall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7:45 a.m.</td>
<td>7:55 am</td>
</tr>
<tr>
<td>Afternoon</td>
<td>12:45 p.m.</td>
<td>12:55 p.m.</td>
</tr>
<tr>
<td>Evening</td>
<td>5:45 p.m.</td>
<td>5:55 p.m.</td>
</tr>
</tbody>
</table>

6. Once patients are seated in the clinic, the reception area and surfaces will be sanitized

7. Checkout patients will wait at the predetermined six (6) feet distance areas marked by tape or disks.
   7.1. The first mark is six feet from the clinic floor entrance.
   7.2. If this mark is filled patients will wait in the operatory.
   7.3. Patients must sanitize hands prior to leaving the clinic floor and not touch anything upon leaving.

8. Students must not check out with patients.
   8.1. Please make **patient appointments in the operatory** before the patient leaves. (control + H hides names on ES schedule)
   8.2. Students and instructors will make sure that the check-out slip is filled out correctly.
   8.3. Students and instructors will make sure that the patient has been checked out correctly in Eaglesoft, since Front Desk will not be able to run students down.
9. Sanitizer will be available and patients must wear a mask at the checkout counter.
9.1. If student coupons are used they must be filled out correctly and given to the patient.
9.2. All hard copy, use the self-carbon form, referrals must be given to the patient
9.3. After completing the front office process patient hands must be sanitized.

Patient Letter

Dear

We hope this letter finds you and your family in good health. Our community has been through a lot over the past months, and all of us are looking forward to resuming our normal habits and routines. For you to feel safe and comfortable with our process we follow the Center of Disease Control (CDC), American Dental Association (ADA), and the Occupational Safety and Health Administration (OSHA) recommendations. Additionally, we stay up to date on any new rulings or guidance that may be issued. This means when we open on July 6, 2020, we may have some processes in place that you may be unfamiliar with. If you are at all uncomfortable with the idea of coming to the clinic, please let us know.

Things of note:

- The front office will have limited staff.
- We will not do crowns, bridges, root canals, replace old nor fillings that have fallen out, partials, or any other procedures unrelated to the dental hygiene student program.
- We cannot safely perform these procedures during the summer quarter.

1. Our office must communicate with you 24 hours beforehand to ask some screening questions.
   a. You’ll be asked those same questions again before you enter the clinic.
   b. There are certain points in the questionnaire where you will be asked to reschedule your appointment and/or will not be permitted into the school or clinic.
2. You may have to enter through the North Parking lot and go through a security process.
   a. Sign in, answer pre-screening questions, sanitize your hands, put on a face mask, and have your temperature taken with a no touch device.
   b. If a step is not done at the entrance to the building it will be done as part of your check in process.
3. Hand sanitizer and masks (cloth masks are fine for patients to wear) are available in the reception area and other places in the office for you to use as needed.
4. Our waiting room will no longer offer magazines, children’s toys and so forth, since those items are difficult to clean and disinfect.
5. Social distancing, 6 feet distance, between patients and masks are required in the reception area.
6. We have to stagger when patients can enter the reception area and there will be fewer seating options.
   a. We can only have approximately 8-9 patients in the reception area at a time.
   b. We are staggering our check in times:

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7. Checkout patients will wait at the predetermined six (6) feet distance areas marked by tape or disks.
   a. The first mark is six feet from the clinic floor entrance.
   b. If this mark is filled patients will wait in the operatory.
   c. Patients must sanitize hands prior to leaving the clinic floor and not touch anything upon leaving.

8. Once completing the checkout process you must wash or sanitize your hands.

9. Be patient with everyone, since our new protocols will require new habits, things may not go as quickly or smoothly as in the past.

All patients and staff must complete COVID19 pre-screening questions and acknowledge that they understand the risk of exposure to the virus that causes COVID19 when visiting the dental clinic. For your convenience we have included the acknowledgement form and screening questions.

We look forward to seeing you again and are happy to answer any questions you may have about the steps we take to keep you, and everyone, safe in the clinic. To make an appointment, please call our office: 425-739-8130.

Thank you for being our patient. We value your trust and loyalty and look forward to welcoming back our patients, neighbors, and friends.

Sincerely,

Carrie Sasynuik

Clinic Manager

Lake Washington Institute of Technology | Dental Clinic dental.clinic@lwtech.edu | 425-739-8130

Patient Screening

The following details screening questions for pre-appointment, in-office and 48 hours post-appointment, as per the ADHA COVID-19 Patient Screening Questionnaire. If the patient answers yes, front office staff will have the clinic instructor ask the patient follow-up questions to determine risk for care.

In addition to the following screening questions, patients will be asked to sign a COVID Acknowledgement and Consent (Appendix A).

1. Do you have a fever, or have you felt feverish recently? (ADHA)
   1.1. Yes answers indicate no treatment

2. Do you have a cough? (ADHA)
   2.1. Ask for history of allergies or diagnosed cough-associated health condition
   2.2. If no previous history and answers yes, reschedule appointment for 14 days later
   2.3. Advise patient to see their health care provider

3. Are you having shortness of breath or any difficulty breathing? (ADHA)
   3.1. Ask for history of asthma or diagnosed health condition impacting respiratory system
   3.2. If no previous history and answers yes, rescheduling appointment for 14 days later
   3.3. Advise patient to see their health care provider

4. Do you have chills or repeated shaking with chills? (ADHA)
   4.1. If yes, reschedule appointment for 14 days later
4.2. Advise patient to see their health care provider

5. Do you have any muscle pain? (ADHA)
   5.1. Ask for recent strenuous exercise, a physical accident, or underlying diagnosed health condition that causes muscle pain.
   5.2. If no to any of the above, rescheduling appointment for 14 days later
   5.3. Advise patient to see their health care provider

6. Do you have any recent onset of headache or sore throat? (ADHA)
   6.1. Ask if it is a recent event not precipitated by seasonal allergies, dehydration, or other health issue
   6.2. If no other screening questions are indicating potential COVID-19 symptoms, the patient is able to be seen.
   6.3. Consider other clarifying questions related to COVID-19 symptoms and make the best judgement possible.

7. Do you have any flu-like symptoms? (ADHA)
   7.1. Potential answers may be nausea, vomiting, diarrhea, chills, fever
   7.2. Yes answers indicate no treatment
   7.3. If yes, reschedule appointment for 14 days later
   7.4. Advise patient to see their health care provider

8. Do you have any recent loss of taste or smell? (ADHA)
   8.1. Yes answers indicate no treatment
   8.2. If yes, reschedule appointment for 14 days later
   8.3. Advise patient to see their health care provider

9. Have you experienced any recent GI upset or diarrhea? (ADHA)
   9.1. Ask for previous diagnosis of GI issues or ask if known irritant or experience to cause GI symptoms
   9.2. If no, reschedule appointment for 14 days later
   9.3. Advise patient to see their health care provider

10. Are you in contact with anyone who has been confirmed to be COVID-19 positive? (ADHA)
    10.1. If yes, and contact is within 14 days of no symptoms, proceed with appointment
    10.2. If yes, and contact is within 14 days of symptoms, reschedule appointment for 14 days later.
    10.3. Advise patient to see their health care provider

11. Have you traveled out of the country or in a discongruent in the past 14 days to any regions affected by COVID-19?
    11.1. Ask this question at the 48 hrs
    11.2. Outside of Oregon or Idaho?
    11.3. If yes, reschedule appointment for 14 days later

Pt to be given a recommendation to call the clinic and their Primary Care Provider if COVID-19 related symptoms present within 14 days of appointment.

**Student scheduled appointments**

1. When the student schedules the appointment, tell the patient they will receive a call from the dental clinic front office asking a series of COVID related health related questions 48 hours prior to their appointment.

2. If screening questions are not answered within 24 hours of their appointment, their appointment will be cancelled.
3. If a translator is necessary, the student is required to assist the front office in this process.

Sterilization Room
- PPE: Wear highest level mask available and a face shield
- Equipment: Ultrasound bath to have a secure lid when in operation

Clinic

Attire
All students, faculty, and staff are required to wear a mask at all times.
- Coming to clinic: You are allowed to arrive to clinic in your clinic scrubs. You need to bring two lab coats, change of clothes and shoes. Shoes worn in clinic must stay in the clinic locker room stored in a plastic bag or container.
- Two consecutive clinic sessions: Once you are done tearing down your room, take the contaminated lab jacket off. Place the contaminated jacket into a plastic bag to take home and wash. You will need to put on a new clean lab jacket for each new patient.
- Student’s last clinic session:
  - Clinic scrubs or shoes cannot be worn home. All clinic attire needs to be removed and put into a plastic bag for transport home.
  - There are three changing areas designated for hygiene students.
    - **Option 1**: Public restrooms across the mall. Clinic shoes must be removed and new shoes put on if choosing this option.
    - **Option 2**: The ScanX room will be changing room #1. There will be a laminated sign to put on the door when in use. The door will be automatically locked for security.
    - **Option 3**: The second ScanX room (E106E) will be changing room #2. There will be a laminated sign to put on the door when in use. The door locks from the inside for security.

Personal Protective Equipment (PPE) Overview
- N95 or KN95 Respirators:
  - Students and faculty are to wear N95 or KN95 respirators during direct patient care and operatory disinfection. Due to a PPE shortage, the N95 or KN95 may be reused up to 5 times following a specific protocol. When the respirators are reused, it is to be covered by a Level 1 mask and the Level 1 mask is to be discarded between patients.
  - An N95 or KN95 with face shield must be worn during any unavoidable aerosol-generating procedures (e.g. use of dental handpiece or ultrasonic scalers).
- N95 and KN95 Reuse Protocol: Each student will be given one mask per clinic session. They will also be given a plastic container with their name on it for each mask. Students need to put a date on the outside of the mask with a sharpie pen. Each day you will need to make a hash mark on the mask to indicate that it has been used. Each mask is to be worn only five clinic sessions and a new one will be issued. The plastic containers will have holes drilled in the lids for ventilation. After each clinic session, the student will place their mask face side up and hang the ear loops or straps outside of the plastic container. The mask needs to be suspended in the plastic container. You will suspend the mask by putting the lid on the container and catching the ear loops or head straps with the lid. Your mask needs 24 hours to stay in the plastic container before it can be used again. The inside of the container will need to be wiped down with a birex wipe once removed. The containers will be stored across from the sterilization room in the green cabinets.
- Level 2 & 3 Masks: If an N95 or KN95 respirator is not available, students and faculty are to wear a level 2 or 3 mask with a face shield during direct patient care and operatory disinfection.
- Level 1 Masks: Level 1 masks are to be worn inside the clinic when not providing direct patient care. A level 1 mask is to be worn over the top of a N95 mask during direct patient care and operatory disinfection.
- Face Shields: Face shields must be worn during all patient care, including Radiology procedures, and operatory disinfection. Wash with soap and water only.
- Protective Eyewear: Protective eyewear with side shields, loupes with side shields, and full-face shield that covers the front and sides of the face will be worn at all times, including during Radiology procedures.
- Gloves: Non-latex gloves are to be worn for operatory set-up procedures, during patient care, and while disinfecting operators. Hand hygiene should be performed regularly by washing hands for 20 seconds before donning and immediately after removing gloves, and after touching inanimate objects without gloves. Use soap and warm water or a 60% alcohol-based sanitizer.
- Lab Jackets and Disposable Gowns:
  - One clean lab jacket is required per patient. If a student is seeing more than one patient during a clinic session, the lab jacket must be changed between patients. If no lab jacket is available, a disposable gown may be worn over the top of your scrubs. If a disposable gown is not available, a lab jacket will be provided to the student.
  - If a faculty member assists a student during patient care, they must either change their lab jacket or don a disposable gown immediately after and prior to entering another operatory.
- Supplemental PPE: A bellus mask fitter is allowed to be worn over a level 2 or 3 mask. Ear loop alterations for the purpose of relieving pressure or to secure a better fit are allowed to be worn behind the head. Scrub cap and foot coverings are allowed. These supplemental PPE are not required however, students, faculty, and staff may provide them for themselves.
- Cloth Masks: Cloth masks are to be worn outside of the clinic when navigating the campus. Cloth masks are not appropriate to wear inside the clinic.
- Other Considerations: Clinic shoes are not to be worn outside of the building unless shoe coverings are used during clinic sessions.

**Operatories**

- Water Bottles:
  - Monday Morning: Fill the water bottle with tap water and add ICX tablet.
  - Do Not empty the water bottle at the end of the day. We need to conserve the water ICX tablets.
  - Only refill your water bottle when you run out of water and repeat step 1.
  - Empty water bottles at the end of the clinic week

- Prior to Operatory Set Up:
  - Level 1 masks need to be worn at all times during setup.
  - Wash your hands up to your elbows for 20 seconds before you start setting up your ops.
  - Don your lab jacket inside the clinic
  - *Turn on the computer

**Barriers for Hygiene Operatory Set Up**

- One white paper bag: Taped to the side of your unit
- Two sleeves: For air/water tip; saliva ejector (if using HVE you need and extra sleeve)
- Two light handle covers: For overhead light
- Three blue rubbers: For light toggle button, delivery table pen, and signature pad pen
- Two blue barrier films: For chair up/down handles
- Two 40” bag: One for the patient’s chair, One for the monitor, keyboard/mouse and counter. (Keyboard mouse and paperwork need to be covered at all times during active patient treatment to protect them from aerosols) Do not put a blue sticky cover on the mouse.
- Four 30” bags: One for operator chair, one for the air/water, saliva ejector arm, one for the hand piece unit and one to cover the glove boxes
- One small tray cover: For signature pad
- One sheet of butcher paper: Cut an almost exact size white butcher paper.
- Two pieces: Masking tape.
- Signature pad: Place a small tray cover over the pad. Place a blue rubber sleeve over the pen. The student will hold the signature pad inside the small tray cover when the patient signs.
Cleaning the Operatory After Procedure

- Patients staying for two sessions: Cover your instruments and suction with plastic barriers in between sessions.
- PPE: Wear all PPE during the cleaning of the operatory. This includes the mask you wore with the patient, gloves, and contaminated lab coat.
- Cassette items: Misc. items disposed of are sterile strips, floss, and 2x2s. These items do not remain in the cassette. Close the cassette.
- Remove: Hygiene hand pieces and cavitron tips. Transport these and cassettes to the sterilization area.
- Remove All Barriers: WASH YOUR HANDS and put new gloves on. Starting with patient’s chair bag inside out, place all other barriers in the patient chair bag.
- Clean and Disinfecting:
  o Step 1: Using soap on a damp paper towel, wipe the entire operatory to clean
  o Step 2: Dry entire operatory down with a paper towel
  o Step 3: Spray entire operatory with Birex
  o Step 4: Saturate a 4x4 with Birex and wipe everything down
  o Step 5: Spray entire operatory with Birex again
  o Step 6: Let the Birex sit for 10 minutes. Move to a different operatory for the next patient.
- Birex: All the reusable items (let set for 10 min.) and wipe them with 4X4s before putting them back in the drawers.
- PPE: Doff PPE

Prior to Operatory Set Up for Next Session

- Hand Hygiene: Wash your hands up to your elbows for 30 seconds.
- PPE: A NEW Level 1 mask needs to be worn at all times. Put on a clean lab jacket. Use your second clinic lab jacket.

End of the Day Protocol

- ORA-Evac: This is the solution we use to disinfect the suction lines. This needs to be done at the end of the last clinic session for patients that day (not including labs). It is kept in the processor room, E106.
  o Step 1: Water goes in 1st. Fill to the first line.
  o Step 2: Put 1 oz of ORA-Evac in the container of water.
  o Step 3: Submerge the saliva ejector and HVE in this solution and suck all of the solution. Spray and wipe the suction tubing with Birex 4X4
  o Step 4: Turn-off the unit at the end of the cleaning procedure.
- Straighten up the Op: Lift up the chair, bring down the patient light, tuck in the cart, turn off the unit.
  o Tuck in hoses, hang the handpiece rheostat
  o Make sure nothing is on the counter tops
  o Clean up the sinks of any markers or disclosing solution
- Computer: Log off EagleSoft, DO NOT shut off the computer

Clinical Protocols During Patient Care

- Pre-procedural Rinse: Provided to all patients, no matter the procedure. Ensure bib is on the patient. Provide patients with 1-ounce of Peroxyl and ask them to swish for 60 seconds. Ask the patient to spit it back into the cup. Contents of the cup are to be suctioned using the saliva ejector. Throw the cup into the garbage. DO NOT ask your patient to spit directly into or close their lips around the saliva ejector.
- Ultrasonic Instrumentation:
  o Use hand instrumentation versus ultrasonic instruments for periodontal debridement and scaling procedures.
  o There will be NO ultrasonic instrumentation during patient care.
  o Exception to this policy would be dependent upon patient difficulty.
  o Only one ultrasonic procedure is to be performed within the block at a time and must be approved by the block instructor.
- All ultrasonic procedures are to be performed with an assistant. Block instructors should be the last resort as an assistant due to PPE constraints. Block instructors to wear a new cloth gown if assisting.
- Proper HVE technique must be utilized, including 4-handed dentistry technique. Assistant is to hold the HVE tip 2-3mm from the cavitrion tip.
- Ultrasonic instrumentation must be completed at least 15 min prior to the end of the appointment.
- The Purevac is too technique sensitive to be the most accurate method. The aerosols will be better controlled with an assistant using an HVE.
- Coronal Polishing:
  - Use a piece of gauze to remove heavy plaque or materia alba.
  - Selective plaque and stain removal is permitted versus full-mouth coronal polishing but must be approved by the block instructor.
  - If utilized, you must use the HVE or Purevac using proper technique while polishing.
- Air-polishing procedures: No air-powder polishing procedures are permitted.
- Piezoelectric Instrumentation: No Piezoelectric instrumentation is permitted.
- Air Water Syringe:
  - Air and water functions are not to be used on the syringe together. The only exception is during restorative bonding procedures when rinsing the etch.
  - To rinse, use the water function and saliva ejector to suction water.
  - To dry off the teeth, your first choice is a 2x2 gauze. If you must, use the air function with the HVE.

**Donning and Doffing of PPE Procedures**

**Donning**

Faculty, staff, and students will receive training and demonstrate competency in both donning and doffing prior to patient care.

- **Step 1: Identify proper PPE** – You will need a lab jacket, highest level available facemake for procedure, protective eye wear or loupes, face shield and gloves.
- **Step 2: Hand hygiene** – Wash your hands with soap and water for at least 20 seconds or use hand sanitizer for at least 20 seconds.
- **Step 3: Lab jacket or isolation gown** – Tie all ties/snap all snaps. You may need assistance from another HCP.
- **Step 4: N95 or KN95 Respirator** – Fit to nose using both hands. Do not bend or tent respirator. Extend under the chin protecting nose and mouth. Pull the top strap over your head, placing on the crown of the head. Pull bottom strap overhead, placing at base of neck. Perform user seal check by using your hands to cover the respirator. Gently exhale, facepiece should bulge slightly. Take in a quick deep breath, checking that facepiece collapses slightly. No air should escape, if it does, repeat above steps. Use a facemask if respirator is unavailable. Place a Level 1 mask over the respirator.
- **Step 5: Face shield or goggles** – Put on a face shield or goggles. You may put on loupes prior to putting on a face shield (ensure that they are clean).
- **Step 6: Hand hygiene** – Perform hand hygiene again as described above.
- **Step 7: Gloves** – Put on gloves. Pull gloves down so they cover the wrists of the gown.

You are now ready to enter a patient operatory.

**Doffing**

Before leaving the operatory, perform the below steps.

- **Step 1: Remove gloves** – Perform the glove-in-glove technique. Pinch the outside of the glove near your wrist. Peel downward, pulling the glove inside out. With your ungloved hand, slide a finger under the wrist of the remaining glove. Peel downward turning glove inside out. Discard the gloves.
• **Step 2: Remove lab jacket or disposable gown** – Untie all ties or break ties gently/unsnap all snaps. Reach up to your shoulders and pull or roll gown down and away from the body. Do not touch the outside of the gown/lab jacket. Dispose of used gown, or place personal lab jacket into a plastic bag to be taken home and laundered. If lab coat is to be reused for the same patient in a consecutive session, remove and place it on the operatory hook, being careful not to touch the outside.

• **Step 3: You may now leave the operatory**

• **Step 4: Hand hygiene** – Wash your hands with soap and water for at least 20 seconds or use hand sanitizer for at least 20 seconds. Be sure to clean your wrists where the edge of the glove was located.

• **Step 5: Carefully remove face shield or goggles** – Grab strap, pulling up and away from head. Do not touch the front of the face shield. Remove loupes.

• **Step 6: Remove mask and discard** – If wearing a respirator, grab the bottom strap and bring it up over the head. Grasp the top strap and bring it carefully over your head. Pull it away from your face without touching the front (or inside if reusing). If wearing a face mask, carefully remove straps from ears. Pull the mask away from your face without touching the front of the mask.

• **Step 7: Hand hygiene** – Perform hand hygiene again as described above

**Block Huddles**

• **Huddle Protocol:**
  - Confirm student screening questions and temperatures were permissible.
  - Clinic grade sufficient for attendance and record keeping
  - Ensure operatory counters are free of ALL personal belongings.
  - Reiterate importance of time management due to scheduling and sanitizing procedures by LWTech Facilities.
  - There will be no sign-ups for instructors. Instead, the instructor will be aware of student progress by checking in with DHS and using the flag system.
  - Review ultrasonic and polishing policies; reiterate that the block instructor should not be relied upon as an HVE assistant.
  - Identify students whose patient is late or no-showed. These students may do a PSR, assist (HVE, PC, RA, CA) or report to Ms. Stauch.

• **Block Instructor Sign-up:**
  - We will no longer use the laminated sheet in each block.
  - Each operatory has a flag system in place for students to alert instructors when they need an instructor check, DDS exam, or help with Perio charting, Tooth charting or an observation.
  - The flag system has three colored flags; purple is for instructor check, blue is for DDS exam and teal is for everything else listed above. If the student puts out the blue flag for a DDS exam the block instructor will go to the white board and put the students op # on the board to alert the DDS that they need an exam. This will eliminate the student from having to leave their op and take off their PPEs. The purple and teal flag will eliminate the student from having to leave their op to sign up for an instructor check or observation.

**Chart Notes**

• **COVID-19 Chart entry:**
  - A new auto-note has been created for the Health History.
  - Patient’s temperature taken and COVID-19 screening questions were asked 24 hrs prior to appointment and the day of the appt AND pt understands they are to self-report if they experience symptoms within 14 days.

**Instructor Stations**

All items are to be removed from instructor stations unless deemed essential. Items to be removed include desktop calendars, clip boards, papers, and/or personal items. Minimize the need to open and close drawers during patient care to prevent aerosol contamination.

Essential references, such as Clinic Policy and Medical Emergency Guideline 3-ring binders, will be kept in the Dentists’ office on the shelves.
Restorative Hygiene

Barriers for Restorative Hygiene Operatory Set Up

Students should only bring what is essential for their patient's appointment. Do not bring extra personal belongings or supplemental educational resources. All counter tops must be free of personal belongings.

- One white paper bag: Taped to the side of your unit
- Three sleeves: For air/ water tip; saliva ejector; high volume evacuation
- One light-cure sleeve: For light-cure wand
- Two light handle covers: For overhead light
- Two blue rubbers: For light toggle button and pen (for delivery table)
- Three blue barrier films: For chair up/down handles (operator/assistant chair)
- Two 40” bag: One for the patient's chair, one torn in half for the monitor, keyboard/mouse and counter. (Keyboard mouse and paperwork need to be covered at all times during active patient treatment to protect them from aerosols) **Do not put a blue sticky cover on the mouse.**
- Four 30” bags: One for operator chair, one for the air/water, saliva ejector arm, one for the handpiece unit and one to cover the glove boxes,
- One sheet of butcher paper: Cut an almost exact size white butcher paper.
- Two pieces: Masking tape.
- Signature pad consideration: Wrap the pen with a saliva ejector barrier sleeve. Patients will sign with a sanitized or gloved hand while the student holds the pad for the patient with clean gloves.

Cleaning the Restorative Operatory After Procedure

The same criteria exist for this section as Cleaning the Hygiene Operatory after Procedure.

Remove:
Remove hand pieces (but not the adapters) and the bur blocks and place these on top of the cassette.

Amalgam Jars:
Bring amalgam jar if needed to discard unused amalgam from the amalgam well.

- Hook will be installed on back side of cabinet of Ops #2, 4 and 6 of RESTORATIVE Clinic and F1.
- A plastic clipboard will be used to put all DHS RESTO paperwork. Plastic sheet protectors will be placed on top of paperwork. This way, instructors can fill out paperwork as DHS progresses through appt, in order to be done on time and allow for stated proper sanitization process
- Each of these 3 procedure forms will be laminated and placed in Ops #2, 4, and 6 of RESTORATIVE Clinic and F1. (Amalgam, Composite, & Anesthetic) This will allow for DHS to follow protocol, yet keep his/her forms out of op. DHS and the instructor will use the laminated sheet for checking off each step of procedure.
- Sharps containers are considered “not clean” and yet it sits on the “clean” counter. Cover this with plastic.
- All Extras must be on a small tray and covered. Clean pliers must be covered while not in use and used to remove items from the Extra tray. These trays must be covered with a plastic sleeve.
- Watch waste! Manage products by using judiciously.
- Rubber Dam must be used for ALL procedures, unless otherwise deemed by the instructor. DHS must seek approval for choosing not to use Rubber Dam. Rubber Dam can be trimmed to fit nearly all restorative procedures.
- After rubber dam, hydrogen peroxide rinse on tooth to be treated prior to prep
• Flag system will be used on backside of cabinet of Ops #2, 4, and 6 of the RESTORATIVE Clinic. This will be used to notify the instructor that the DHS is ready for the instructor.

• Instructors will set up their computer station in the RESTORATIVE Clinic. There will be no sign-ups for instructors. Instead, the instructor will be aware of student progress by checking in with DHS and using the flag system.

• Will be creating videos for demonstrating various procedures. These will be a requirement for DHS to view prior to Lab.
Our goal is to provide a safe environment for our patients and staff, and to advance the safety of our local community. This document provides information we ask you to acknowledge and understand regarding the COVID-19 virus. The COVID-19 virus is a serious and highly contagious disease. The World Health Organization has classified it as a pandemic. You could contract COVID-19 from a variety of sources.

Our practice wants to ensure you are aware of the additional risks of contracting COVID-19 associated with dental care. The COVID-19 virus has a long incubation period. You or your healthcare providers may have the virus and not show symptoms and yet still be highly contagious. Determining who is infected by COVID-19 is challenging and complicated.

Due to the frequency and timing of visits by other dental patients, the characteristics of the virus, and the characteristics of dental procedures, there is an elevated risk of you contracting the virus simply by being in a dental office. Dental procedures create water spray which is one way the disease is spread. The ultra-fine nature of the water spray can linger in the air for a long time, allowing for transmission of the COVID-19 virus to those nearby.

You cannot wear a protective mask over your mouth to prevent infection during treatment as your health care providers need access to your mouth to render care. This leaves you vulnerable to COVID-19 transmission while receiving dental treatment.

I confirm that I have read the Notice above and understand and accept that there is an increased risk of contracting the COVID-19 virus in the dental office or with dental treatment. I am seeking preventive dental treatment, as such I confirm I am not in pain or consider my dental needs as an emergency. I understand and accept the additional risk of contracting COVID-19 from contact at this office. I also acknowledge that I could contract the COVID-19 virus from outside this office and unrelated to my visit here.

Print Full Name: ____________________________________________________________
Signature: _________________________________________________________________
Date: ____________________________________
# Appendix B

## Dental Clinic Chair Assignments for Summer Quarter 2020

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 4</th>
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<tbody>
<tr>
<td>A3 AM &amp; Evening</td>
<td>B5 PM session</td>
<td>C5 AM &amp; Evening</td>
<td>D5 PM session</td>
</tr>
<tr>
<td>E5 AM &amp; Evening</td>
<td>F5 AM &amp; Evening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>B4 AM &amp; Evening</td>
<td>C4 PM session</td>
<td>D4</td>
</tr>
<tr>
<td>F4 PM session</td>
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</tr>
<tr>
<td>A1 AM &amp; Evening</td>
<td>B3 PM session</td>
<td>C3</td>
<td>D3 AM &amp; Evening</td>
</tr>
<tr>
<td>F3 AM &amp; Evening</td>
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### X-ray View table

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<tbody>
<tr>
<td>B2 AM &amp; Evening</td>
<td>C2 AM &amp; Evening</td>
<td>D2 PM session</td>
<td>E2 resto. Hyg Or Hyg AM &amp; Evening</td>
</tr>
<tr>
<td>F2 PM session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1 AM &amp; Evening</td>
<td>C1 PM session</td>
<td>D1 AM &amp; Evening</td>
<td>E1 PM session</td>
</tr>
<tr>
<td>F1 resto. Hyg Or Hyg AM &amp; Evening</td>
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### Restorative clinic

<table>
<thead>
<tr>
<th>R4 Resto Hyg procedures</th>
<th>R3 PM session</th>
<th>R2 Resto Hyg procedures</th>
<th>R1 Emergency Chair</th>
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<tbody>
<tr>
<td>R5 PM session</td>
<td>R6 Resto Hyg procedures</td>
<td>R7 PM session</td>
<td>R8 Emergency Chair</td>
</tr>
</tbody>
</table>

| BLOCK 1 - Hygiene | BLOCK 2 - Hygiene | BLOCK 3 – resto or hyg |
School Reopening Attestation

School Name: Lake Washington Institute of Technology

- School submitted a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The COVID-19 exposure plan included:
  - PPE utilization for students and staff
  - on-site social distancing
  - hygiene; sanitation
  - symptom monitoring
  - incident reporting
  - site decontamination procedures
- A copy of this plan must be available at each location during any activities, and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work and instructional activities being shut down.
- Higher education institutions and training providers are encouraged to continue remote learning as much as possible to limit in-person interactions. COVID-19 safety training; exposure response procedures; and a facility post-exposure incident recovery plan are required for all schools.

All programs have a general obligation to keep a safe and healthy school in accordance with state and federal law. Failure to follow these requirements will be considered a violation of these duties, and locations will be penalized accordingly. Under RCW 49.17.060, “each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter.” The Washington State Department of Labor & Industries’ Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education, and grants.

All programs are also required to comply with COVID-19 location-specific safety practices, as outlined in Gov. Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries’ General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70: https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace:

COVID-19 Supervisor (please print): Suzanne Ames Contact phone #: 425-403-6228

ACKNOWLEDGEMENT BY SCHOOL

As a representative of the above named school, I attest that in-person learning activities will be instituted in accordance with the plant submitted by the Workforce Board, which I certify to be true and correct in content and policy. If any of the information or policies change, I agree to update the Workforce Board immediately.

Amy Morrison

Printed Name of School Director/Owner

06/30/2020

Date

Agency use only

Approved Date: