



MITAGS

MARITIME INSTITUTE OF TECHNOLOGY
AND GRADUATE STUDIES

MITAGS WEST COVID-19 Policies and Safety Plan

Revised 6.25.2020





MITAGS WEST Safety Plans – COVID 19 Policies

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INTRODUCTION

The Maritime Institute of Technology and Graduate Studies (“MITAGS”) is committed to doing what is reasonably possible to provide a safe and healthy workplace for all its employees and students. Toward that end, we have developed the following policies and procedures for MITAGS in response to the COVID-19 pandemic. All employees and students are responsible for assisting in implementing and complying with this plan. Our goal is to prevent, to the extent possible, the potential for transmission of COVID-19 on our campus, and that requires full cooperation among our staff and students.

These include:

- Personal health – be aware & stay home if you are sick
- Hand washing - effective and frequent
- Masking – face masks required
- Physical distancing – aware of yourself and others, maintain 6-ft separation
- Cleaning of workspace – effective and frequent
- Work planning – to maximize physical distancing
- Workplace health screening – a collective commitment to others in the workplace
- Personal Protective Equipment (PPE)
- Workplace policies & procedures – to support & encourage implementation of multiple protections.

We will be actively updating and managing our plan and our response as we receive new information or updated guidelines from local, state, and federal authorities.

All persons entering MITAGS West campus will be required to sign and return the [Acknowledgement of Receipt and Release Form](#) located at the end of this document. By signing the sign-in sheet presented at the beginning of each course session, students acknowledge they have read these policies.



PHASED REOPENING APPROACH

As of 25 JUNE, King County is in a Modified Phase 2

SHUTDOWN	Phase 1	Phase 2	Phase 3	Phase 4
<ul style="list-style-type: none"> • WFH or Furlough all staff • All operations suspended • Both Campuses closed • Essential employees 	<ul style="list-style-type: none"> • Minimum Staffing: WFH/Furloughs continue • Required Safety Training upon RTW & weekly meetings • Continuing to offer on-line courses • All persons entering facility will undergo health screening prior to entrance • Only staff and students will be allowed on site, no visitors permitted • Reduction in classes to meet minimum distancing • Classes will be capped to meet physical distancing requirements • Masks will be worn • Gloves will be provided upon request • Galley – limited to 3 persons at a one time. • Beverage service suspended until further notice • Daily cleaning/disinfection protocols during normal business hours; janitorial service to deep clean nightly 	<ul style="list-style-type: none"> • Masks are required at all times in the building • Staff return onsite as necessary, WFH continues • Continuing to offer on-line courses • Only staff and students will be allowed on site, no visitors permitted • Continued physical distancing measures as listed in phase 1 or unless otherwise prescribed by state/local officials. • Increased number of classes offered but with limited seats as in Phase 1 • Continued health screening as in Phase 1 • Galley – limited to 3 persons at a one time. • Daily cleaning/disinfection protocols during normal business hours; janitorial service to deep clean nightly • Beverage service suspended until further notice 	<ul style="list-style-type: none"> • Staff return onsite as necessary, WFH continues • Follow updated physical distancing measures as per state/local health authorities • Follow updated health screening requirements per state/local authorities • Visitors to campus – TBD • Galley – increased capacity per state/local guidelines • Beverage services to resume on a limited basis. • Daily cleaning/disinfection protocols during normal business hours; janitorial service to deep clean nightly 	<ul style="list-style-type: none"> • Moving toward business as usual/new normal • WFH when needed

(WFH – Work from Home)

(RTW – Return to Work)



HEALTH SCREENING PROTOCOLS (PHASE 1 & Beyond as necessary)

All Students/Staff are required to undergo health screening prior to entering the MITAGS West campus building or fire field. The Virus Prevention Lead or other designate will conduct the health screenings at the entrance of the building and maintain a daily log of screenings. The health screener will wear appropriate PPE, including mask, and maintain physical distance as able.

WE ENCOURAGE ALL STAFF/STUDENTS TO STAY HOME IF YOU FEEL SICK, OR IF YOU HAVE BEEN IN CLOSE CONTACT WITH A CONFIRMED POSITIVE CASE.

Prior to Arrival Screening Questions

Before coming to MITAGS, we ask that you self-screen your health status by carefully considering the following questions. If you answer **yes** to questions 1,2 or 7, we cannot let you come onto MITAGS West campus. *If you answer yes for questions 3-6, please provide further details.*

PRE ARRIVAL Self-Screening Health Status Questions		
1. Are you currently feeling SICK?	YES	NO
2. Have you had any of the following symptoms in the last 24 hours? <ul style="list-style-type: none"> • Fever • Cough (not due to allergies) • Sore Throat • Shortness of Breath • New Loss of smell or taste • Chills • Repeated shaking with chills • Muscle Pain (not related to physical activity) • Headache 	YES	NO
3. Have you traveled internationally in the last 14 days? (Count the time onboard a vessel transiting from the last foreign port of call.)	YES	NO
4. Have you had close personal contact with anyone that has traveled internationally in the last 14 days?	YES	NO
5. <i>Have you traveled outside of your local area in the last 14 days except for coming here?*</i> **	YES	NO



6. Have you had close personal contact with anyone who has traveled outside of your local area in the last 14 days?	YES	NO
7. Have you had close personal contact with anyone who has been diagnosed with COVID-19 or who is exhibiting symptoms (fever, cough, sore throat, etc.) in the last 14 days?	YES	NO

**** Per state regulations**

“Any employee/student coming to work/class on a location in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work or attend class in Washington.”

If an employee or student answers YES to any of the screening questions. The designated screener will consult with the site manager to determine next steps. These will likely include:

- Exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

MITAGS strongly suggests that an employee or student get tested if they are experiencing signs or symptoms of COVID-19, to the extent testing is available. If an employee or student tests positive for COVID-19, the employee or student is obligated to inform MITAGS immediately upon receiving the test results. MITAGS will then inform the employee or students who have had close contact with that employee or student of possible exposure (i.e., within 6 feet for a prolonged period of time in the last 48 hours before symptoms started) and tell them to self-quarantine for 14 days.

High-Risk Employee and Leave Requests

In the case of employees, if an employee (or a person with whom the employee lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, the employee may request an accommodation for their work schedule in the office. Such requests will be considered on a case-by-basis and will depend in part on the needs of the office, the ability for the employee to complete all job assignments remotely and the ability to coordinate with the work schedules of other employees. The granting of such requests will be up to the sole discretion of the MITAGS Executive Director and will be considered consistent with applicable law.

The privacy of a person making an accommodation request will be kept confidential consistent with applicable law and no adverse employment action or other retaliatory action will be taken due to a person making an accommodation request.



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Any leave requests will be consistent with MITAGS' general leave policies as set forth in its Employment Manual, with the understanding that additional types of leave are now available under federal law as a result of the COVID-19 pandemic. MITAGS will address such requests consistent with applicable law. Employees will be only be paid for work outside the office if (1) the MITAGS Executive Director has permitted an employee to work remotely or as an accommodation to specific requests from a high-risk employee, or (2) the employee is taking paid leave under MITAGS's leave policies and applicable law.

Due to the nature of the required training and provided by MITAGS, in the case of students, we are unable to make further accommodations beyond those that will routinely be in place. If a student (or a person with whom the student lives or provides care) believes they are at high-risk for severe complications arising from a COVID-19 infection, we encourage the student not to attend on-campus training. MITAGS offers blended learning courses to facilitate continued education from home.



COVID19 Campus Protocols

While on the Seattle campus, the following procedures have been adopted for everyone's safety. They include:

- All persons in the building must wear an appropriate mask. If you forgot to bring your mask, the front desk will supply you with one at check-in. If you have your own mask, please make sure it is "plain" with no pictures or writing.
- Breaks and lunch hour are staggered as to avoid crowding in break room and lines forming for restrooms.
- One way signs have been posted in the halls to follow a counter-clockwise direction to avoid passing in the halls.
- Classroom occupancy has been reduced and maximum capacity is enforced.
- Hand sanitizer dispensers are located at the entrances, breakroom and other critical areas. Please use them when you are unable to wash your hands. Please do not handle or relocate any hand sanitizer dispensers.
- The classrooms, breakroom and other public spaces will be configured to facilitate physical distancing. Please adhere to the posted signs and maintain physical distancing of six feet apart.
- Keep your personal classroom space clean. Follow the standard protocols of using a tissue to cover your nose and mouth when coughing / sneezing. If tissues are not available, then cough/sneeze into your elbow to avoid spreading airborne particles and wash your hands or use hand sanitizer immediately thereafter.
- For some classes (medical for example), it may not be possible to maintain physical distancing during the practicums. For those classes, disposable gloves will be provided and discarded directly following an exercise involving close personal contact, and students will be asked to wash their hands immediately. The training gear will be immediately sanitized following exercises requiring close personal contact.
- For ship handling classes, the simulator control room will be secured. Face shields will be available for students. Three person maximum will be allowed in the OSV and Full mission bridge at one time and one person allowed in the Tug simulator. The briefing rooms will be limited to three people.
- In your personal time, please avoid gathering in groups of ten or more and maintain six feet of distance between you and others. In the limited circumstances where this may not be feasible, please wear your mask and limit the time you spend close to others.
- In the event you become unwell, please immediately self-quarantine in your home, and notify your instructor or front desk via phone. **If your symptoms are severe, call 911**



first. Advise your instructor and/or the front desk of your situation and the persons with whom you have had close personal contact. Arrangements will be made to get you medical attention if unable to do so yourself.

COVID19 Exposure

If a student or staff member becomes ill while on premises.

MITAGS will immediately provide PPE to the ill person and send the person home immediately. If immediate departure from the premises is not possible, MITAGS West will have an isolation/quarantine room designated for this purpose. The empty office located in the north of the front east doors will be designated as the isolation room. Once the person departs the premises, the office will be closed for 24 hours. After that time, it will be cleaned/disinfected per CDC guidelines. Cleaning staff will wear full protective clothing (masks, gloves, goggles). Anyone in close contact with that person will be released from the school and asked to self-quarantine as described below. If this happens in the middle of a course, then any remaining instruction will be suspended to be completed at a later date.

Self-Quarantine Guidelines and Return to Work:

If there is a positive COVID 19 case reported at the school, all persons in contact with the infected individual will be notified of possible exposure. Employees will be expected to follow the Self Quarantine requirements as recommended by the Washington State Department of Health. Any employee required to be in self-quarantine may use their accrued sick leave or payable time. Those ~~that-who~~ are authorized to work from home may ~~choice-choose~~ to do so.

PHYSICAL DISTANCING PROTOCOLS

All efforts to implement physical distancing protocols throughout campus will be instituted. This includes classrooms, breakroom, restrooms, offices, simulators, and fire field.

Classrooms

- Classrooms will be configured to allow for a minimum 6 feet of distance between desks and students.
- All employees and students must try to maintain at least 6 feet of physical distance from each other, when feasible.
- When physical distancing is not possible, classroom and room configurations should avoid face-to-face operations with less than the minimum requirement (3 feet). If this condition cannot be met, then employees and students will be provided with alternative measures to mitigate their exposure, including PPE.



- Breaks and lunch schedules may be staggered to prevent the groupings in the galley and lines forming for the restrooms.
- Our professional janitorial service, will be onsite nightly to perform a thorough cleaning and disinfection of all classrooms, restrooms, offices, and galley.

Galley and Front Desk Area

- Beverage services will be limited, and we ask that whatever you touch, you wipe after use.
- Breaks and lunch schedules may be staggered to prevent the groupings in the galley and lines forming for the restrooms.
- MITAGS will provide enough supplies for employees and students to clean up after themselves. Ex: wiping down tables after use.
- We ask that you do not congregate in the front lobby area. If you are waiting for the front desk, you must wait on the designated physical distancing marks, or outside the front door.
- Students will not be permitted in the front office. All transactions must be done through the view window.
- Door handle, entrances to bathrooms, hard tabletops and chairs will be cleaned and disinfected daily.
- All areas will be cleaned and disinfected by our professional janitorial staff nightly.

Simulators

- All employees and students must try to maintain at least six feet of physical distance from each other, when feasible.
- When physical distancing is not possible, configurations should avoid face-to-face operations with less than the minimum requirement (3 feet). If this condition cannot be met, then employees and students will be provided with alternative measures to mitigate their exposure, including PPE such as face shields and gloves.
- For ship handling classes, the simulator control room will be secured. Three person maximum will be allowed in the OSV and Full mission bridge at one time and only one person allowed in the Tug simulator. The briefing rooms will be limited to three people.
- Masks are to be worn at all times in the simulator.
- All computers, equipment, keyboards, radios, phones, and tables will be disinfected after each use by the simulator operator.



Offices/Workstations

- Staff members should clean and sanitize their workstations at least once a day; including computers, keyboards, mice, telephones, desktops, door handles, chairs, and any other frequently touched surface.
- Visitors/students may not enter offices without occupant's authorization.
- Disinfectant and cleaning supplies will be supplied to employees.

Firefield

The firefield is currently closed and will not reopen until Phase 2 or later.

Other Facility Protocols

- The public spaces of our facilities will be frequently cleaned during working hours.
- Upon reopening of the fire field, we will not be offering shuttle service. Students will need to arrange their own transportation to/from any offsite facilities for training.
- Access to MITAGS offices are by appointment only. When in those spaces, you must wear a mask at all times.
- ***Due to the continued closure of Seattle Parks and Recreation and the closure of our offsite fire field, we are unable to offer the full series of Basic Training courses at this time.***



PERSONAL HYGIENE/PERSONAL PROTECTIVE EQUIPMENT

Please be responsible for your own health and ensure you participate in our “multiple protection” prevention efforts while at work. To minimize the spread of COVID-19 at campus, everyone must play their part.

- Do not come to school if you are not feeling well.
- **Masks** - Students/Staff are required to have face masks on premises. Masks will be provided free of charge.
- Faceshields will be made available for use in the simulator.
- Wash hands frequently with warm, soapy water for 20 seconds upon entering the job-site, before and after eating or smoking, after visiting a public area, after touching high-use equipment (such as copier), after blowing their nose, and prior to leaving the job-site. If soap is not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneezed into your elbow, not your hands.
- MITAGS West is providing additional hand sanitizer stations throughout the building.
- Disinfectant wipes are available throughout the building
- Hand sanitizer bottles will be available in every classroom, breakroom and restrooms. If you find supplies are running low or not available, contact staff member.
- Gloves will be available, however, are not required or recommended (CDC Guidelines)



ONSITE PANDEMIC RESPONSE TEAM – MITAGS WEST

Site Manager - Site manager who has overall responsibility for the site's pandemic preparedness & response plan, coordinating and aligning with MITAGS East, our consulting physician and all staff. Assistant director will be site manager and Business Manager will be back up.

Access Control & Virus Prevention Lead – Oversees physical distancing logistics and daily health screening of arriving employees and students. Maintains daily log of health screens. Manages isolation space and quarantine activities should a person become ill while on premises. Assistant Director or designate.

Sanitization & Disinfection Team - Works to manage periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols. Drives process continual improvement and ensure 100% compliance of MITAGS West disinfection protocol, and any approved regional or site variations. Team will be composed of Business Manager, Admissions, Faculty and Simulation Department.

Communication & Training Lead - Works to manage pandemic related communications, in accord with regional, local and MITAGS East Communications and HR. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with MITAGS West playbook and COVID-19 Policy and Guidelines directive. Assistant director or designate.

PPE & Materials Lead - Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the site, as well as coordination with MITAGS East. Business director or designate.



STAFF SAFETY TRAINING & PREPAREDNESS

Phase 1* - Reopening Meeting - Upon reopening, the Site Manager will conduct an all hands safety training session and a weekly update at the staff meeting thereafter. Agenda items will explain COVID19 response practices, protocols, and safety requirements. Physical distancing will be maintained at all gatherings. Attendance records will be kept for all attendees at reopening meeting and weekly staff meetings, as required by WTECB.

Staff COVID 19 Training Meetings Agenda Items:

- MITAGS West COVID-19 Response
- Signs & Symptoms of COVID-19
- STAY HOME IF YOU ARE SICK
- Daily self-screening for symptoms
- Isolation Protocol for symptomatic employees or students
- Physical distancing measures
- Physical changes to the facility to accommodate physical distancing
- Personal Hygiene
- Disinfection measures
- Updates on governmental directives/guidance

Phase 2 & Beyond– Weekly staff meetings will cover applicable COVID19 Safety training items as listed above. As local/state and federal guidance changes, this information will be presented. In addition, all hands communications via email will continue to update staff on a timely basis.



SANITATION PROTOCOLS

The Company has instituted regular housekeeping, including cleaning, and disinfecting frequently used shared spaces, equipment, and common areas. Staff should regularly do the same in their assigned work area.

How to Clean and Disinfect

Hard Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.



Example of Daily Cleaning Schedule

AREA
Classroom A –Workstations, keyboards, mice, remote controls, door handle, instructor station
Classroom B/C – tables, instructor station, remote controls, chairs, door handles
Classroom D - tables, instructor station, remote controls, chairs, door handles
Classroom E –tables, instructor station, remote controls, chairs, door handles
Classroom G - tables, instructor station, chairs, door handles, medical equipment*, sink station, cabinets, remote controls
Classroom H – Workstations, tables, instructor station, remote controls, chairs, door handles, cabinets
Classroom I –tables, instructor station, chairs, door handles, cabinets, remote controls
Classroom J –tables, instructor station, chairs, door handles, cabinets, remote controls, equipment
Galley – table, chairs, refrigerator, coffee station, water machine, sink, cabinets, vending machine
Instructor Office - computers, keyboards, mice, telephones, desktops, door handles, chair, large printer screen, cabinets
Study Room* - table, chairs, door handles
Offices - computers, keyboards, mice, telephones, desktops, door handles, chairs,
Copiers/Printers - screens, buttons
Restrooms – door handles, sinks, faucets
OSV Simulator - computers, radios, keyboards, mice, telephones, desktops, door handles, chairs
Tug Simulator - computers, radios, keyboards, mice, telephones, desktops, door handles, chairs
FSM Simulator - computers, radios, keyboards, mice, telephones, desktops, door handles, chairs
Control Room - computers, radios, keyboards, mice, telephones, desktops, door handles, chairs, cabinets
Lobby – door handle, railing, lobby window area

**Study room will be closed to students.*



Inventory - PPE & Cleaning Supplies

Item	Quantity	Date	Reorder?	Quantity
Masks				
Gloves				
Goggles				
Disinfectant Wipes				
Disinfectant Spray (Lysol)				
Hand Soap				
Sanitizer dispenser refills				
Hand Sanitizer individual bottles				
HAZMAT Suits				



RESOURCES & BACKGROUND

This plan is a compilation of information from a variety of resources including but not limited to:

- Workforce Training & Education Coordinating Board (WTECB) Requirements
- Washington State Department of Health
- King County Health Department
- Center for Disease Control and Prevention (CDC),
- Washington Department of Labor and Industries Division of Occupational health and Safety (DOSH)
- Discovery Health, Dr. Ann Jarris (consulting physician)

This plan is intended to comply with Phase 1 & 2 Higher Education & Workforce Training COVID-19 Requirements based on the COVID 19 location safety practices as required by “Stay Home, Stay Healthy” Gubernatorial Proclamation 20-25 & in accordance with the L&I General Requirements and Prevention Ideas for Workplaces and WA DOH Workplace and Employer Resources & Recommendations.



ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 POLICIES AND RELEASE

I, _____, acknowledge that I have received and read the MITAGS' COVID-19 Policy ("the Policy") and agree to comply with the Policy. I acknowledge the contagious nature of COVID-19 and understand and accept the risk that I may be exposed to or infected by COVID-19 while on the MITAGS campus and that such exposure or infection may result in my illness, disability, or death. I also acknowledge that the Policy is designed to minimize the probability of contracting COVID-19 while working, attending classes, or rooming on the MITAGS' campus and that it is critical that the Policy be followed at all times in order to maximize the effectiveness of the policies and procedures described in the Policy and to best protect me and those around me. I understand and agree that the Policy may be amended from time to time, in the sole discretion of MITAGS and I agree to be bound by any such amendments when they are provided to me.

I further agree that the Employment Manual or Training Policies to which I am bound continue to control, except to the extent superseded by the provisions of the Policy and that no oral or written statements may supersede the terms of the Policy or the Employment Manual or Training Policies.

Date: _____

Name of Employee or Student

Signature of Employee or Student

**Employees/Students who do not sign the statement above, will not be allowed on campus.
Please submit the signed COVID-19 Policy prior to your arrival at MITAGS or bring with you.**