



# MITAGS

MARITIME INSTITUTE OF TECHNOLOGY  
AND GRADUATE STUDIES

# MITAGS WEST COVID-19 Policies and Safety Plan

Revised 5/19/2021





## 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.

**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 MAY 2021, King County is in Phase 3

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

(WHF – Work from Home)

(RTW – Return to Work)



## MITAGS Students COVID-19 Vaccinations or Testing Requirements

Beginning 01 June 2021, anyone attending a MITAGS course, seminar, simulation regardless of the length of time on campus must be vaccinated or provide a negative COVID-19 test that was conducted 72 hours prior to arriving on campus. For students who cannot receive a COVID-19 vaccine for documented medical or documented religious reasons, exemptions will be accommodated.

- Students will need to verify that they have been vaccinated with Admissions before the start of their course. Scanned, photocopies, or electronic images of your COVID-19 Vaccination cards (records) or certification by a medical provider are acceptable.
- If you request an exemption, you will be required to provide a negative COVID-19 test conducted 72 hours prior to arrival on campus.
- Failure to provide either of these will result in the student being requested to leave the campus immediately.
- If you are a returning student, IF YOU HAVE LEFT KING COUNTY since your last course, you will need to provide a NEGATIVE COVID 19 test within 72 hours your next class.

### Faculty and staff

Faculty and staff are encouraged to get the COVID 19 vaccine, pursuant to the CBA and company policy.

### Temperature Checks

Students, guests, and employees may be subject to daily temperature checks when entering campus buildings. Refusal to participate will result in not being allowed to enter, attend classes, or stay on campus. If the temperature check reveals the person has a suspected fever, the person will be directed to leave, and will be required to wait until the person has experienced 72 hours without a fever (without aid of medicine) before allowed to return. In the case of employees, to the extent telework is feasible, employees will continue to telework until a return to campus is possible.

**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.**

## Physical Distancing

All students and employees will be directed to follow physical distance protocols while on campus. Workspaces will be arranged to comply with these guidelines. In the case of employees, face-to-face communication for work purposes should be minimized to the extent possible if the communication can



happen effectively over the phone or by other electronic means. If not feasible, masks must be worn during the times spent close together. Also, avoid using another person's phones, desks, offices, or other work tools / equipment. Access to common areas and other shared work equipment / tools will be limited to the extent practical.

To further accomplish the goals of physical distancing, employees may be on staggered work schedules as determined by the MITAGS Management and School needs. This schedule will be subject to change and may be modified from time to time at the discretion of the MITAGS Management. If an employee wishes to have a specific accommodation to their schedule on any given week, this will be considered on a case-by-case basis in light of the circumstances, the needs of the students, the guests, other employees, and the organization.

Persons who have not acknowledged and accepted this COVID-19 Policy are prohibited from coming on-site and any documents required to be provided to students, guests, and employees under applicable federal law will be delivered through means other than personal delivery and pick-up.

## Face Masks/Coverings

All persons on campus and the fire field must wear an appropriate face covering in the public areas, and in classrooms / meeting spaces as required by Washington law. If a student, guest, or employee forgets to bring a face covering, the front desk will supply one. All face coverings must be "plain" with no pictures or writing.

## Respiratory Etiquette/Handwashing

All students, guests, and employees are strongly encouraged to wash their hands thoroughly with soap and water frequently throughout the day, but especially at the beginning and end of their trainings or work, prior to and after any meal breaks, and after touching common surfaces and equipment or tools.

Everyone is strongly encouraged to cover their mouth and nose with their sleeve (i.e., into the elbow), or use a tissue when coughing or sneezing and to generally avoid touching their eyes, nose and mouth with their hands. Tissues should be used once and disposed of immediately in proper trash receptacles. Hands should either be washed or sanitized afterward.

## Cleaning, Disinfectant and Sanitization Protocols

Students, guests, and employees have the responsibility to sanitize their own personal workstations. All common areas will be cleaned by assigned staff daily. MITAGS West will make all reasonable attempts to provide disinfecting supplies throughout the accessible common areas, classrooms, and work stations, subject to availability. MITAGS West will engage a cleaning service to do a thorough cleaning of the entire building on a regular basis.

If a student, guest or employee has tested positive for COVID-19, MITAGS WEST will engage an outside cleaning service as soon as reasonably possible to perform a thorough cleaning and sanitization of the building areas that person used prior to testing positive.



## Firefield

- Temperature checks are conducted at the fire field.
- Masks (non-valve) are required.
- Physical Distancing is maintained.
- ALL GEAR is sanitized after every use.

## 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.

## High-Risk Employee and Leave Requests in General

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 WEST 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.

Any leave requests will be handled consistent with MITAGS general leave policies as set forth in its General Policy Guide, 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 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.

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.



## Violations of COVID-19 Policy

The MITAGS WEST Assistant Director is the person responsible for monitoring and implementing the campus COVID-19 Policies. If the, a Manager on Duty (MOD) will be designated to monitor compliance. Any violations of the COVID-19 Policies by students, guests, or employees must be reported immediately and directly to the Executive Director. Students, guests, and employees may also report such violations to the Executive Director or his designee. Deliberate violations of this policy may lead to removal from the campus, and employees may be subject to disciplinary actions.

The privacy of any person reporting a violation of the COVID-19 policies shall at all times be respected and shall be treated confidentially, to the extent possible and only disclosed to the extent permitted by law. No students, guests, or employees who make such a report shall be subject to retaliation or any adverse action based upon making such a report.

## 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 who are authorized to work from home may choose to do so.



## 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 or attending classes, 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.

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.**



## 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)