

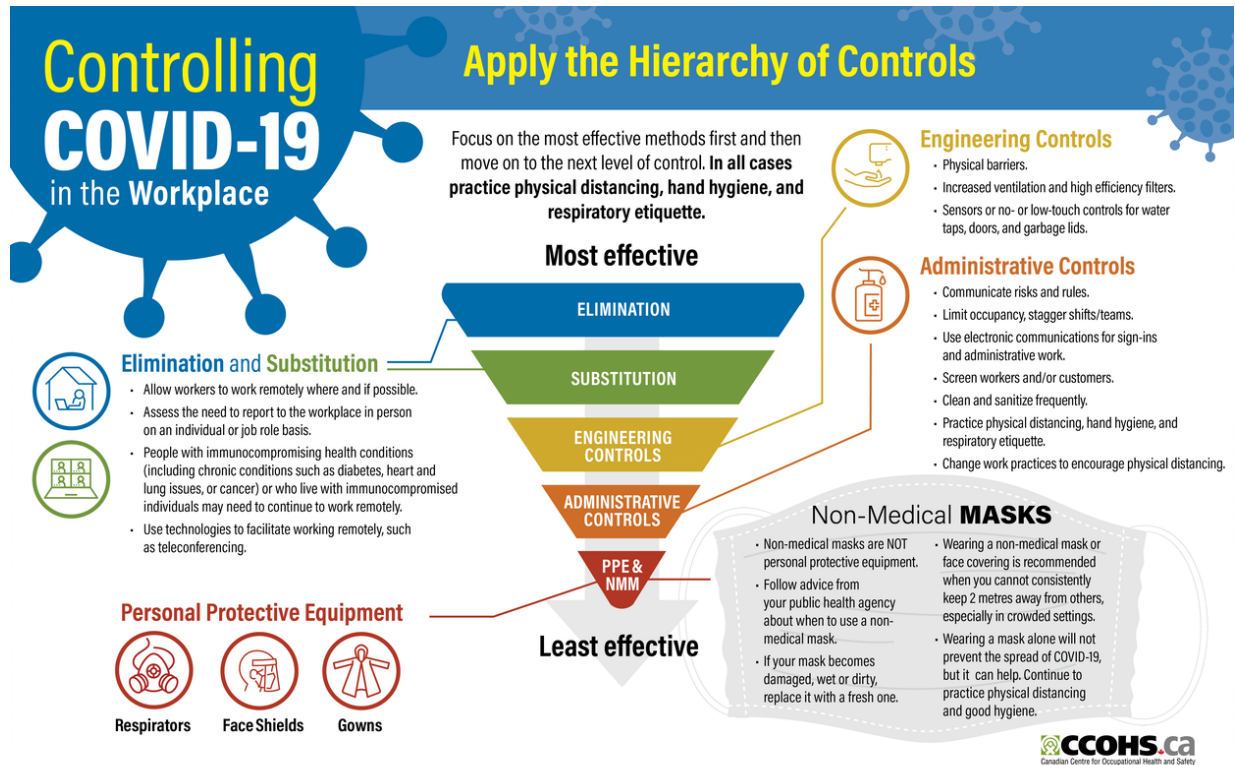
# Harper College OSHA COVID-19 Prevention Program

<https://www.osha.gov/coronavirus/safework>

*The COVID-19 Pandemic response continues to evolve. This is the Program as of April 1, 2021.*

1. **Workplace Coordinator:** Rob Galick, Executive Vice President Finance and Administrative Services also Chair of the COVID-19 Response Team (CRT)
  - a. [COVID-19 Response Team \(CRT\)](#)
  - b. [COVID-19 Network of Response and Planning Teams \(NOT\)](#)
2. **Identifications of where and how workers might be exposed to COVID-19 at work. Hazard Assessment:**
  - a. *Lower Exposure Risk*
    - i. Jobs that do not require close contact with other people. Workers in this category have minimal occupational contact with the public and other coworkers.
    - ii. Harper College: The majority of employees are working remote.
  - b. *Medium Exposure Risk*
    - i. Jobs that require either frequent close contact or sustained close contact with other people in areas with community transmission. Include workers working in close working conditions outdoors or in well ventilated spaces.
    - ii. Harper College: Facilities Management (Utilities, Roads and Grounds, Maintenance, Custodial, Set Up Crew) Harper Police Department, Administrative employees (very limited in number) on campus, and any in-person faculty lab classes when campus is open.
  - c. *High Exposure Risk*
    - i. Jobs with a High potential for exposure to known or suspected sources of SARS-CoV-2. (example; Healthcare delivery and support staff, medical transport workers)
    - ii. Harper College Dental Hygiene program due to work on patients with aerosol-generating procedures, however the patients are not known or suspected to be positive for COVID-19. Details can be directed to: Kathleen Hock, Health Careers, [Khock@harpercollege.edu](mailto:Khock@harpercollege.edu), phone number 847-925-6543
  - d. *Very High Exposure Risk*
    - i. Jobs with a very high potential for exposure to known or suspected sources of SARS-CoV-2 during specific medical, postmortem, or laboratory procedures. (Examples: Doctors, nurses, dentists, paramedics, emergency medical technicians; Health care workers performing aerosol-generating procedures on known or suspected COVID-19 patients.)
    - ii. Harper College: There are no situations at any Harper College campus location in which either students nor employees are knowingly exposed to individuals that are positive for COVID-19.

3. Identification of a combination of measures that will limit the spread of COVID-19 in the workplace, in line with the principles of the hierarchy of controls.



a. Elimination and Substitution

i. All campus student services and classes are remote.

1. Services that are unable to be remote come to campus, some on a limited basis (Facilities Management, IT, Harper College Police Department etc. )

ii. Limited lab-classes are being held with the implementation of additional controls as listed.

b. Engineering Controls

i. Engineering Controls usually need a physical change to the workplace that isolates the worker from a hazard.

ii. Plexiglass barriers have been installed at the screening stations, stanchions have been utilized to limit access to areas on campus, physical work spaces have been modified to increase distance between employees

iii. Adjusting Ventilation to introduce additional outside air or increase air exchange. Outside air is maximized when temperatures allow. Windows do not open.

iv. Cleaning: Performing enhanced cleaning and disinfection after people with suspected or confirmed COVID-19 have been in the facility.

1. Cleaning and disinfecting on a regular basis - [Room Cleaning Process following a COVID-19 Case](#): Facilities Management’s Room Cleaning process

2. Harper College Facilities Management Transition Plan v2.0
  - a. Appendix 1 : Operations Services
    - i. Custodial Operations Protocols for the following topics: Cleaning and Disinfecting, Deep Cleaning Procedure, High Touch Cleaning Checklist, Cleaning and Disinfecting Protocol, Additional Operations, Social Distancing while working, Employee Training. (Document Available upon Request)
- c. Administrative Controls and Safe Work Practices
  - i. Harper College Facilities Management Transition Plan v2.0 -
    1. "Facilities Management's top priority is the health and safety of all students, faculty and staff. As COVID-19 continues to affect all areas of the college and community, we are shifting policies and requirements and providing resources to guide us through this process. This plan provides a road map for navigating Facilities Management staff through the current COVID-19 pandemic at Harper College." (available upon request)
    - ii. [Harper College's Return to Campus Plan – Employee Guidance](#): "This gradual, phased approach is designed to maximize the health and safety of the campus community and align with the governor's Restore Illinois plan Framework."
    - iii. [Vendor/Contractor On Campus Form and Guidelines](#): "Harper employees are responsible for their vendors/contractors and must ensure they comply with the college's COVID-19 Contractor Plan."
    - iv. [Employee Reporting COVID-19 Related Notification Form](#): "This form should be used for all cases where an employee self-reports or the college becomes aware of a potential need to send an employee home."
    - v. [COVID-19 Student Reporting Form](#): "Harper College students are expected to report when they are suspected of or test positive for COVID-19."
    - vi. [Harper College's Return to Campus Guidelines Following a COVID-19-Related Absence or Exposure](#): "
    - vii. [CDC'S COVID-19 Appendices: Definition of Close Contact](#): "Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated."
    - viii. [Illinois Regional COVID-19 Resurgence Criteria](#): "IDPH is monitoring key indicators to identify early but significant increase of COVID-19 transmission in Illinois."
    - ix. Johns Hopkins University & Medicine Coronavirus Resource Center: [U.S and global cases](#)
    - x. [Supporting Mask Guidelines for Harper College](#): "Everyone coming to Harper College's campus must wear a face mask when they are inside buildings, as well as outdoors when 6-foot social distancing cannot be maintained. We wear

masks to protect others. Working together, we can ensure a safe environment for all.”

- xi. [Harper COVID-19 Self Screening Procedure](#)
  - xii. [CDC’s Symptoms of Coronavirus](#): Details the wide range of symptoms of COVID-19 as defined by the Centers for Disease Control and Prevention (CDC)
  - xiii. [Harper College Return to Campus Safety Video English](#) - 7 ways to help prevent the spread of COVID-19
  - xiv. [Return to Campus Safety Video Spanish](#)
  - xv. [COVID-19 Illness/Health Assessment Daily Log](#) for Harper Vendors and Contractors who are onsite completing work on for Harper College
- d. Personal Protective Equipment (Masks are NOT considered PPE)
- i. PPE is determined and supplied based on the Job Hazard Analysis. As noted in section #2 –The only area that is of high risk for COVID-19 exposure is the dental program.
- e. Other Measures
- i. [Harper Screening Personnel for Fall 2020: Overview and Expectations](#): The college used a combination of online classes and hybrid classes Fall of 2020, as the, “first priority is the health and safety of our employees, students, and the community.”

**4. Reporting by both employees and students of COVID-19 symptoms, exposure and COVID-19 hazards in the workplace, ADA accommodations and leave.**

- a. Employee resources/procedures
- i. Instruct workers who are infected or potentially infected to stay home and isolate or quarantine: [Employee Reporting COVID-19 Related Notification Form](#)
  - ii. Consideration of protections for workers at higher risk for severe illness through supportive policies and practices.
    - 1. [Suggestions and Examples for More Flexible and Effective Work Scheduling during COVID-19](#)
  - iii. Minimize the negative impact of quarantine and isolation on workers
    - 1. [Harper College’s Return to Campus Guidelines Following a COVID-19-Related Absence or Exposure](#): Diagram
    - 2. [Tips to help you work remotely](#): Office 365, service desk hours, WebEx, IT assistance etc.
  - iv. [Information for Employees](#)
- b. Student Resources/procedures
- i. [COVID-19 Student Reporting Form](#)
  - ii. [Student Accommodations](#)
  - iii. [Information for Students](#)
  - iv. [Resources for Students](#)
  - v. [Student FAQs](#)
5. **Education:** Educating students, employees and contractors on COVID-19 policies and procedures. Training employees, in a language they understand, on COVID-19 procedures and infection mitigation when on campus.

Harper Communications are posted on both the main Harper College [COVID-19 Advisory webpage](#) and [internal HIP for employees](#) which includes FAQs all procedures and:

- Basic facts about COVID-19, including how it is spread, the importance of face coverings, physical distancing and hand hygiene
  - [Harper College Return to Campus Safety Video English](#)
  - [Return to Campus Safety Video Spanish](#)
  - Facilities Mgmt. Department: Safe Colleges: Coronavirus: Managing Stress and Anxiety
- Workplace policies and procedures implemented to protect workers from COVID-19 hazards- See Administrative Controls – Section 3b above.
- For both potential and confirmed cases on campus an email is sent to all employees and students. All cases are also documented on the [COVID-19 Monitoring Dashboard](#).
- Per the website questions can be sent to:  
<https://harpercollege.formstack.com/forms/coronavirusquestions>

**6. Screening, Testing and Vaccines: *Providing guidance on screening and testing***

**a. Screening:**

- i. On campus screening at designated screening stations will happen when lab classes are held on campus
  - 1. [Schedule for on campus screening stations](#)
- ii. Employees - When classes are not in session, and if you have been approved to come to campus by your executive cabinet member, you must self-screen prior to coming to campus for the safety and well-being of others; link to Harper College's [COVID-19 Self-Screening Procedure](#)

**b. Testing:**

- i. There is no current testing for COVID-19 on Harper College campus. Individuals interested in getting tested can visit the following websites below for more information or contact their local Health Department.
  - 1. [IDPH testing sites](#) : A list of various testing site addresses and hours of operation in Illinois
  - 2. [Cook County Testing info. and sites](#): Suggestions of where to go for COVID-19 testing

**c. Vaccines:** Provide information and training on the benefits and safety of vaccinations.

- i. Vaccines are encouraged based on the Illinois Department of Public Health (IDPH), the Centers for Disease Control and Prevention (CDC) and the Cook County Department of Public Health (CCDPH)
- ii. [Illinois Department of Public Health](#) (IDPH) main webpage
  - 1. [Illinois Department of Public Health Coronavirus Disease 2019 \(COVID-19\)](#) - IDPH site for COVID-19 information
  - 2. A [COVID-19 Vaccine](#) is, “a critical component of the U.S. strategy to reduce COVID-19 related illnesses, hospitalizations, and deaths.”
- iii. CDC: [Benefits of Getting a COVID-19 Vaccine](#)
  - 1. Getting a COVID-19 vaccine will help keep you from getting COVID-19, the vaccine may also help keep you from getting seriously ill even if you

do get COVID-19. By getting vaccinated you may also protect people around you from COVID-19 slowing the spread.

- iv. [Cook County Department of Public Health](#)
    - 1. [Latest COVID-19 Vaccine Information](#)
  - v. [Centers for Disease Control and Prevention COVID-19 Vaccine](#)
  - vi. Even after an individual has received the vaccine, all safety controls are still required when on campus. Controls include, but are not limited to, wearing face coverings, physically distanced from other people, and frequent handwashing.
  - vii. Education: [Harper College Town Hall #7](#) - 1:30 p.m. Tuesday, February 23.  
Dr. Jacqueline Korpics, attending physician, COVID-19 lead and pediatrician, Cook County Department of Public Health.
- 7. Communications:** Establishment of a system for communicating effectively with workers and in a language they understand.
- a. [Regular Town Hall Updates](#)
  - b. [Formstack Coronavirus Questions](#) : For any additional questions about Coronavirus at Harper College use this Formstack request form
  - c. [COVID-19 Monitoring Dashboard](#) : Details COVID-19 Reports Involving Individuals on campus
  - d. [Student FAQ](#) : Information on various common questions that students may have about Harper College and COVID-19 safety measures
  - e. Implementing protections from retaliation and setting up an anonymous process for workers to voice concerns about COVID-19-related hazards:
    - i. [Retaliation](#) at Harper College is not tolerated. “Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person... is strictly prohibited.”
  - f. [CDC COVID-19 Website](#): Center for Disease Control and Prevention’s website dedicated to COVID-19 linked on Harper’s webpages.
- 8. Other Applicable OSHA Standards and Compliance Documentation**
- a. Environmental Health Safety and Risk Management
    - i. [General PPE and Respiratory Protection Procedure](#) : This procedure details Harper College’s Personal Protective Equipment and Respiratory Protection procedures. All use of N95 or KN95 respirators for COVID-19 are Voluntary and should complete the Voluntary Use Form and sent to EHS .
    - ii. Recording and reporting COVID-19 infections and deaths: OSHA Compliance 300 Logs are completed by the Environmental Health and Safety Department.

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