
	<b>Title:</b> NWIC COVID-19 SAFETY PROCEDURE FOR CAMPUS OPERATIONS	<b>Procedure#</b> PRO-603 Revised 1
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### 603.1 PURPOSE

This procedure is intended to set forth standards and protocols for Northwest Indian College (NWIC) employees, students and visitors for safe operations of NWIC in accordance with Lummi Public Health recommendation, CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) and NWIC Human Resources Personnel Policy Section 9 Working Environment.

### 603.2 Background

On March 3, 2020, the Lummi Indian Business Council (LIBC) declared a State of Public Health Emergency in accordance with Title 44 of the Lummi Code of Laws due to the novel infectious coronavirus (COVID-19). Since the public health emergency declaration, the LIBC has taken necessary and appropriate action to reduce the spread of COVID-19, including but not limited to, implementing a shelter in place mandate (LIBC Resolution #2020-055), authorizing the development of an alternate care site (LIBC Resolution #2020-054), suspending gaming operations at the Silver Reef Casino, and reducing the LIBC to vital functions. On March 13, 2020, NWIC moved to distance learning and the majority of NWIC employees were to work from home remotely.

On July 6, 2021 NWIC BOT passed COVID Vaccine Policy 809, that requires all BOT, faculty, staff, contractors and students who are on-campus are required to provide proof of the SARS-CoV-2 vaccine (COVID-19 vaccine). In addition, on August 18, 2021 LIBC passed resolution #2021-121 that all Lummi community members, employees, departments and entities of LIBC must comply with the Lummi Nation COVID-19 Vaccination Mandate.

Employees and students may request a medical exemption from the Vaccination Mandate. Please refer to NWIC COVID Vaccination Policy 809.

### 603.3 SCOPE

Due to the economic impacts of COVID-19, the LIBC implemented the attached LIBC Phased Approach to Re-Opening on May 19, 2020. Each phase allows the resumption of limited LIBC operations until full re-opening in Phase IV. NWIC is following the phased re-opening orders of the Lummi Nation as recommended by the Lummi Public Health Department. NWIC developed a COVID Response Plan (attached).

### 603.4 RESPONSIBILITY

This procedure shall apply to all NWIC departments and programs. The managers and directors of each division, department and program are responsible to develop their own plan for returning to the workplace consistent with this procedure prior to return of on-site employees. The operating procedures are subject to approval by the Emergency Management Team and HR Director or designee and may be subject to Lummi Public Health recommendations.

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## **603.5 Procedure**

### **Role of NWIC Departments and Programs**

NWIC divisions, departments, and programs can prevent and slow the spread of COVID-19 within the workplace. Managers and directors are responsible for the development and implementation of the plan for returning employees safely to the workplace.

NWIC departments, and programs are required to coordinate with the Emergency Management Team and HR Director or designee and Lummi Public Health as necessary for approval of their operating procedures.

All NWIC departments and programs shall implement and update as necessary the plan for returning to the workplace that:

- Is specific to their workplace;
- Addresses PPE use (if necessary), face coverings, disinfecting, health screenings, social distancing, sick employees, and telework;
- identifies all areas and job tasks with potential exposures to COVID-19;
- Is subject to change due to the reality of the pandemic progression;
- includes control measures to eliminate or reduce such exposures; and
- Is consistent with this Procedure.

## **NWIC Building Access Protocols**

**Purpose:** To inform NWIC employees and community members of the standards when entering NWIC owned and/or operated buildings to ensure the health and safety of employees and community members.

### **Building Preparation**

- Six-foot distance markers shall be placed at main entrances and other areas where lines may form in NWIC buildings, as appropriate.
- Physical barriers shall be used when a minimum of six feet physical distance cannot be maintained.
- Hand sanitizer will be available at main entrances and other locations as appropriate.

Classrooms: The capacity of classrooms is reduced to accommodate six feet social distancing between students. Signage to indicate the reduced capacity at the entrance to each classroom to be posted.

### **Protocol for Entering NWIC Buildings**

- All visitors, NWIC students, and employees must enter the building entrance for health screenings and sign-in.
- All visitors, NWIC students and employee's must comply with social distancing regardless of vaccination status.

### **Visitors**

- Departments and programs are highly encouraged to schedule appointments in advance for all students and visitors and shall be incorporated in their returning to the workplace.
- All visitors are expected to self-certify their health status prior to entering a NWIC building by answering health questions indicated under Health Screening.
- An NWIC employee is required to contact a department and program staff member prior to sending visitor to their destination.

### **Common Area Usage**

**Purpose:** To provide minimum standards for staff on usage of common areas.

**Common area definition:** Common areas include all areas of the building accessible by the public, students, or staff members for shared purposes, including lobbies and waiting areas, conference rooms, hallways, restrooms and break rooms, and elevators.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection and cleaning of all common areas has been intensified in accordance with Disinfecting and Cleaning Protocols. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, face coverings shall be worn in all common areas except when eating.

### **Lobbies and Waiting Areas**

The contents of this procedure were modified from the LIBC COVID-19 Policy for resuming Operations with guidance from the Lummi Public Health Team.

Space chairs in lobbies and waiting areas at least six feet apart and minimize use for absolute necessary. Frequently disinfect after each use. Everyone shall use a face covering in lobbies and waiting areas consistent with the Face Coverings Protocol (see below).

### **Conference Rooms**

The capacity of conference rooms is reduced to accommodate a minimum six feet social distance between individuals. Signage indicate the reduced capacity at the entrance to each conference room. Directors and managers will need to assess their own conference or meeting rooms to reduce capacity based upon maintaining six feet social distance between each individual.

### **Hallways**

Because hallways may not be wide enough to allow passing while maintaining six feet of social distance, face coverings shall be worn at all times. Do not linger in hallways or engage in conversations as this will make the hallways more congested.

### **Restrooms**

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Face coverings shall be worn at all times while using the restroom. Frequent cleaning is important, particularly when accessed by the general public and at the extent possible the public restrooms will be closed to the general public. Social distance rules apply.

### **Break Rooms**

Individuals should eat in their respective work areas or outside locations as much as possible. If eating on the break rooms, a minimum six feet distance always need to be kept. If more than one department utilizes the same break room, directors should have a scheduled time for each department lunch as to avoid large groups of people congregating in the break rooms at any given time.

### **Elevators**

Limit to 1-2 people in the elevator at a time, unless from same family. Frequent cleaning is important. Hand sanitizer should be available at the entry points on each floor.

## **Sick Employees Protocol**

**Purpose:** To address when employees are excluded from the worksite due to illness, when employees may return to the worksite after illness, leave policies consistent with the NWIC HR Personnel Policy Manual, and COVID-19 Confirmed Case.

### **Exclusion from the worksite**

Symptoms for COVID-19 includes the list below but many may have no symptoms or be pre-symptomatic:

1. Cough
2. Difficulty breathing

3. Tight chest or pain while breathing
4. Fatigue or body aches
5. Sore throat
6. Nausea/vomiting or diarrhea
7. Abdominal pain
8. Stuffy nose, loss of sense of smell or taste or sinus pressure
9. Headache that is unusual for you
10. Chills

11. Close contact exposure within the last 14 days?

- **Fully vaccinated individuals** - Individuals with close contact exposure (within 6 feet for more than 15 minutes) will need to obtain a COVID-19 test at least 2 days after exposure, preferably 3- 5 days. Although, if any employee that doesn't have close contact exposure wants a test, they can but aren't required to quarantine.
  - If an employee with close contact exposure is fully vaccinated AND asymptomatic (not having any symptoms) they do not have to quarantine but are required to get tested 3-5 days after their exposure. They are required to monitor for COVID-like symptoms and if symptoms develop, isolate at home, and obtain an additional test.

**Unvaccinated individuals** –Unvaccinated individuals with close contact exposure to a confirmed COVID positive case regardless of symptoms or not they **must** quarantine for 14 days after last exposure date and are required to get tested 3-5 days after their exposure

Close contact means individuals were within 6 feet for more than 15 minutes.

Employees who have any symptoms must immediately notify their supervisor, HR department, his or her primary care provider or other appropriate health-care professional and stay home. These employees will also be required to have a COVID-19 test before returning to work. This will be coordinated with the Lummi Public Health Department. If the employee needs medical attention, they should follow up with their primary care provider. Individuals with known medical conditions may present a doctor's note to allow them to return or continue to work (i.e., chronic allergies, chronic cough). These individuals will need to report any change to their baseline symptoms to their immediate supervisor and the Human Resources department.

### **Return to Work After Illness**

Return to work will depend on the nature of the illness. If COVID-19 positive, the Public Health Department will have to release the employee before they can return to work. For all other illness, employees should wait until symptoms resolve prior to returning to work.

## **Return to Work After close contact with a confirmed COVID-19 case**

Those who are identified as a close contact with a confirmed COVID-19 case must follow Lummi Public health isolation guidance regarding vaccinated and unvaccinated guidelines before returning to campus.

## **COVID-19 Confirmed Case Response Process**

Employees shall communicate positive test results to their immediate supervisor. Employees and supervisors should immediately contact the public health line 360-383-8251. The Public Health Department will coordinate any needed response at NWIC. This will allow the public health team to quickly identify contacts and isolate and quarantine those affected to prevent disease spread. Supervisors shall make available a list of anyone that were physically present at their department consistent with the Contact Tracing protocol below. A thorough cleaning of the affected areas is needed before anyone is let back into the location where the COVID-19 confirmed employee had been working.

## **Sick Leave**

Employees and supervisors review Section 12 of the NWIC HR Personnel Policy manual Contact Human Resources for any inquiries regarding sick leave associated with COVID-19 or other illnesses.

[Personnel-Policy-Manual-complete-posted-version-9-29-17-Searchable.pdf \(nwic.edu\)](#)

## **Administrative Leave with pay**

If an employee runs out of Sick leave they may use their accrued annual leave. If an employee has no sick leave or annual leave to take due to COVID-19 illness or taking care of an individual with COVID-19 or if they're required to quarantine they may request administrative leave with pay with approval of their direct supervisor, department director, human resources director and Vice President and President.

This approval of administrative leave will be classified as Administrative Leave with pay COVID-19 for payroll document tracking purposes and the form must be turned into Payroll office in compliance of the payroll deadline.

For additional information please refer to NWIC HR Personnel Policy Manual Section 12.2 **Administrative Leave With Pay**. (pg 72-73).

## **Health Screening**

Purpose: NWIC will implement a health screening process daily for all employees and visitors prior to entering the buildings as a preventative measure to mitigate the spread of COVID-19.

- The NWIC building practices will require all employees, students and visitors to enter buildings and sign in and complete daily health checks;
  - shall maintain 6 feet social distance while waiting for in-person sign in and health check;



- Those employees conducting the in-person sign-in and daily health checks shall always wear face masks.
- Plexiglas barriers should be installed in all areas of face to face interactions as much as possible to decrease risk for the employees who directly interact with the public.
- Employees shall be temperature checked once per day upon their arrival to any NWIC building. Students and visitors shall be temperature checked every time they enter an NWIC building.
- Extended Sites shall conduct a daily in-person health check to be included in your returning to your workplace template.

Please consider the following:

- in-person health checks shall be conducted safely and respectfully;
- All areas need to implement social distancing, barrier or partition controls, and personal protective equipment (PPE) to protect the screener regardless of vaccination status. The minimum PPE should be a facemask. Eye protection and face shields should be utilized by those handling large groups of people that require face to face interaction.
- If PPE is in short supply, cloth face masks should be used and barrier protections such as Plexiglas should be installed.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee and student health screenings as private as possible.

### **Health Screening Questionnaire**

Every visitor shall be asked health screening questions at every visit. Every employee shall be asked every day and every returning employee shall be asked prior to return to the NWIC buildings. Below are the health screening questions:

1. Do you have a fever (temperature of 100.4 or above) or felt like you had a fever in the past 3 days?
2. Do you currently have any of these symptoms?
  1. Cough
  2. Difficulty breathing
  3. Tight chest or pain while breathing
  4. Fatigue or body aches
  5. Sore throat
  6. Nausea/vomiting or diarrhea
  7. Abdominal pain

8. Stuffy nose, loss of sense of smell or taste or sinus pressure
9. Headache that is unusual for you
10. Chills

11. Close contact exposure within the last 14 days?

- **Fully vaccinated individuals** - Individuals with close contact exposure (within 6 feet for more than 15 minutes) will need to obtain a COVID-19 test at least 2 days after exposure, preferably 3- 5 days. Although, if any employee that doesn't have close contact exposure wants a test, they can but aren't required to quarantine.
  - If an employee with close contact exposure is fully vaccinated AND asymptomatic (not having any symptoms) they do not have to quarantine but are required to get tested 3-5 days after their exposure. They are required to monitor for COVID-like symptoms and if symptoms develop, isolate at home, and obtain an additional test.
- **Unvaccinated individuals** –Unvaccinated individuals with close contact exposure to a confirmed COVID positive case regardless of symptoms or not they **must** quarantine for 14 days after last exposure date and are required to get tested 3-5 days after their exposure.

3 Have you travelled outside Washington State in the past 14 days?

- Fully vaccinated individuals are cleared to enter the building. They are not required to quarantine and are not required to obtain a COVID-19 test needed unless symptoms show.
- Unvaccinated individuals are not cleared to enter the building and will need to quarantine for 10 days with no COVID test. 7 days with a negative test between days 3 and 5.

4. Have you had close contact with anyone who is being monitored or investigated for novel coronavirus in previous 14 days? If yes, please contact public health.

Any employee, student or visitor that starts to experience any above Covid-19 symptoms are required to exit the campus and notify the public health department. In addition, the employee is to notify their immediate supervisor and the Human Resources department.

### **Denial of entry to building**

Any employee, student or visitor that elects “yes” to any health screening question above or with a temperature of 100.4 or above will be denied entry to any NWIC building, subject to rules for fully vaccinated and non-vaccinated individuals as defined by Lummi Public Health. Individuals with known medical conditions may present a doctor's note to allow them to return or continue to work (i.e., chronic allergies, chronic cough). These individuals will need to report any change to their baseline symptoms to their immediate supervisor and the Human Resources department.

## Testing

The Lummi Tribal Health Center (LTHC) offers COVID-19 testing scheduling system or another testing location of your choosing.

At LTHC you can schedule your own appointment for a COVID-19 test. Just follow the link to the website, create an account with an email and fill in the required information and you will receive the test result in your test directly account when it's completed. If you have any difficulty with the website, you can call public health and they can assist you. You can also link other family members on your account for easier scheduling under one email. *NWIC students, faculty, and staff can use this service at no cost to them.*

<https://www.testdirectly.com/LTHC>

## Travel and Large Gatherings

**Purpose:** To define protocols regarding travel for NWIC employees.

All travel shall comply with Lummi Public Health's Post-Vaccine Travel during COVID Policy, with specific regard to fully vaccinated individuals. Fully vaccinated individuals may continue all essential and non-essential travel outside Washington 14 days after receipt of their second vaccination or 14 days after receipt of approved single dose vaccination. No quarantine period is required for fully vaccinated people upon return. Non-vaccinated individuals who travel out of state or by plane must get a viral test within 3-5 day of return or quarantine for 10 days after return.

Travel to other counties within the State of Washington to areas with limited transmission as defined 7 LIBC Shelter in Place Order No. 06.4 Modified Phase IV: Staying Safe Lummi Nation August 18, 2021 by the requirements of the Centers for Disease Control (CDC) and accepted by Lummi Public Health is permitted.

Please see the COVID-19 Risk Assessment Dashboard for essential and non-essential purposes here: <https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard>.

## Contact Tracing Protocol

**Purpose:** To define roles of supervisors and managers to assist Public Health Department with necessary contract tracing.

Each supervisor and department manager shall maintain a list of all employees physically in the building each day. Those lists shall be kept as an official record for 30 days. Supervisors and department managers shall provide these lists to Lummi Public Health as requested.

Close Contact is a person who has been within 6 feet of a person with confirmed Covid-19 for 15 minutes or longer per day.

### **Social Distancing**

**Purpose:** To provide guidance to staff, directors, programs, and departments on minimum requirements to maintain social distancing for both vaccinated and unvaccinated individuals, indoors and outdoors. All individuals must cover cough or sneezes (into tissue or the sleeve or elbow, not hands).

**Social Distancing:** CDC defines social distancing, also called physical distancing, as keeping space between yourself and other people by:

- Staying at least six feet (about two arm's length) from other people;
- Not gathering in groups larger than 20 individuals, in accordance to LIBC Shelter in Place Order.
- Staying out of crowded places and avoiding mass gatherings
- Applies to vaccinated and unvaccinated individuals indoors and outdoors

### **Meetings, gatherings, and visitors**

- All meetings, gatherings, and events are strongly encouraged to be held virtually i.e., Microsoft Teams, Zoom, telephonic. If not possible to conduct virtually, any face to face meeting shall be limited to 20 individuals and social distancing of at least six feet between people shall always be maintained. Any face to face meeting, gathering, or event of more than 20 individuals shall be approved by the Emergency Management Team and coordinated by Security Manager to ensure health and safety compliance.
- Individuals who need to utilize the bathrooms while waiting, should be given a face mask prior to entering the building. They should be asked to not wander in the buildings and to immediately depart after using the restrooms.
- Meeting outdoors when possible is highly encouraged
- Beginning September 1, 2021, anyone attending NWIC campus will be required to present proof of full vaccination against COVID-19, in accordance of NWIC COVID-19 Vaccination Policy 809. Furthermore, effective October 18,2021, anyone attending any public gathering will be required to present proof of full vaccination against COVID-19, in accordance to LIBC COVID-19 vaccine mandate 2021-121 Vaccination Mandate.

### **Inter-department visits**

- Departments and programs shall avoid interacting face to face with individuals outside of their department, division, program unless absolutely necessary. Prioritize communication through phone call, teleconferencing, or through inter departmental envelopes for department exchanges.
- Employees shall use gloves when handling shared documents.

**Staggered Scheduling/Flexible Work Schedule** Staggered Scheduling/Flexible Work Schedule is determining by the phase *Lummi Nation is and NWIC*. When needed the following staggered arrivals and departures of employees will be followed.

Staggered arrivals and departures of employees and others to limit contact between employees, students and essential visitors as much as possible. Each Director and Manager shall develop staff schedules to accommodate stagger arrivals and departures of their employees.

- As needed, employees shall use flexible worksites (e.g. telework) and flexible work hours, in accordance to the NWIC HR Personnel Policy Manual Section 10.10 Flexible Work Schedule.
- Employees and others are to maintain a minimum of six feet of physical distance between others.

### **Face Coverings**

Purpose: To establish a protocol for wearing a face covering while in an NWIC owned or operated building as a measure to mitigate the spread of COVID-19. In accordance with LIBC Shelter in Place Order No. 06.4, all persons over the age of six shall wear face coverings that cover the mouth and nose while in public and private space. Masks required for all individuals on campus regardless of vaccination status.

Face coverings must be worn in NWIC owned and operated buildings at all times. An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk, or linen. Acceptable cloth face covering options include, but are not limited to:

- When available, a disposable surgical mask is more efficient and provides better safety for employees, visitors and students.
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf

An inappropriate face covering is a cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this

protocol. An employee, student and visitor must immediately replace their face covering when damaged or leave the worksite/campus.

Individuals may remove their face mask when they're eating or drinking beverages, if they're able to maintain distance of six feet from others at other tables. If an employee has an illness that prohibits the use of face coverings, the employee shall inform their supervisor and Human Resources department. The employee, immediate supervisor and the employee shall develop a health plan for that employee to maintain their safety during COVID-19. The health plan must be approved by the public health team prior to returning to work. If a health plan cannot be developed the employee may not return to work.

Employees who choose to use a surgical mask may do so as long as the surgical mask is in good condition and can remain securely attached to the employee's face.

### **Students and Visitors**

Visitors must wear a face covering when entering and moving about NWIC owned and operated facilities.

### **PPE Use**

**Purpose:** To provide guidance to staff and students on appropriate PPE use while physically on the worksite/school site.

Each individual on NWIC campus must wear appropriate PPE. NWIC will keep appropriate PPE supplies in stock.

The Purchasing Department shall keep track and coordinate procurement of all PPE needed for the NWIC. In addition, Site Managers will be responsible for tracking and coordinating their PPE, as needed. All requests for purchasing of PPE shall contact Maintenance and Facilities Director. Directors and managers that have questions relating to the type of PPE needed shall contact the Emergency Management Team committee.

### **Surgical Face Masks**

Surgical face masks are recommended due to their ability to significantly reduce small particles, but cloth face coverings are acceptable alternatives consistent with the Face Coverings protocol mentioned above.

### **Gloves**

Gloves shall be used by employees handling shared documents or distributing items with the public and by all maintenance staff.

### **Clear Face Shields/Eye Protection**

Any employees with high amount of contact with the public shall use appropriate face shields/eye protection. For example, receptionist staff, finance staff distributing checks, and

maintenance staff. Acceptable clear face shields/eye protection includes eye goggles and safety glasses. The clear face shields/eye protection can be re-useable if wiped down after each use. Sunglasses or regular vision glasses are not acceptable face shields/eye protection. Face shields are available from the Maintenance Department and available upon request.

### **Dividers/Plexiglas**

Any employee that would like to add dividers to their desk, work station, counter and etc must contact the Maintenance Department. Plexiglas barriers should be installed in all areas of face to face interactions as much as possible to decrease risk for the employees who directly interact with the public.

### **Positive for COVID-19 in the workplace**

1. Immediate supervisors, must notify Human Resources department and Maintenance Director. Do not shut down the department, public health will make that call if absolutely necessary.
2. Most employees will be fully vaccinated except those due to religious or medical exemptions. The employees with close contact exposure (within 6 feet for more than 15 minutes) will need to obtain a COVID-19 test at least 2 days after exposure, preferably 3-5 days. Although, if any employee that doesn't have close contact exposure wants a test, they can but aren't required to quarantine
  - a) If an employee with close contact exposure is fully vaccinated AND asymptomatic (not having any symptoms) they do not have to quarantine but are required to get tested 3-5 days after their exposure. They are required to monitor for COVID-like symptoms and if symptoms develop, isolate at home, and obtain an additional test.
  - b) If an employee with close contact exposure is unvaccinated regardless of symptoms or not they must quarantine for 14 days after last exposure date and are required to get tested 3-5 days after their exposure.
3. All employees who are sick without an exposure regardless of vaccination need to be tested prior to returning to work. This will prevent any possible COVID outbreak in the workplace and prevent any other viral illness spreading in the workplace.

### **Cleaning and Disinfecting Protocol**

**Purpose:** To provide standards and procedures for cleaning and disinfecting NWIC owned and operated buildings during the COVID-19 pandemic.

Extended Sites shall include these minimum cleaning and disinfecting standards and procedures in their operating procedures.

## **Confirmed COVID-19 Deep Clean**

All individuals shall be evacuated from the entire infected care. Housekeeping individuals shall schedule a deep clean, immediately. After the building is cleared out, housekeeping shall wear **surgical face masks**, goggles, chemical gloves, and medical gowns to conduct a complete clean of the area. A complete clean shall include wiping down ALL surfaces (printers, desktops, chairs, doorknobs etc.) If there is access to a Protexus, a clean will include walking through passing a mister over all surfaces. Upon the conclusion of the deep clean, employees will be welcomed to reenter their work area 15 minutes after the deep clean is completed.

## **Daily Cleaning**

Custodians shall clean the bathrooms and common areas daily. This includes taking the trash, dusting and wiping surfaces down from the highest point that can be reached to the lowest point, vacuumed or swept/mopped while exiting the area.

Custodians shall remove trash from office spaces, dust and wipe surfaces, and vacuum or sweep or mop one time per day. Regularly cleaning high-touch surfaces and not shaking hands.

Individual employees shall wipe down their office space with Clorox wipes often, preferably several times per day.

If there is access to a Protexus, it should be used in all bathrooms, common areas, and office spaces 1-2 times per day. For regular scheduled deep cleans Building managers will be notified of the Custodian schedule of a deep clean to take place per building. For unplanned/unscheduled deep cleans building managers and supervisors will be notified, right away.

Custodians should clean doors and doors knobs every 1-2 hours in every public and high traffic areas.

## **Washing of hands**

Employees and students shall wash their hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol. Individuals must avoid shaking hands

## **Training Protocol**

Purpose: To establish training protocols for all NWIC employees, students, and visitors to ensure compliance with the COVID-19 Procedure.

All directors and department managers shall distribute this NWIC COVID-19 Procedure to all of their employees and all employees shall certify that they have read and understand the COVID-19 procedure prior to physically returning to an NWIC building. The Human Resources Office will coordinate with the department leads on training departments on these procedures.

The contents of this procedure were modified from the LIBC COVID-19 Policy for resuming Operations with guidance from the Lummi Public Health Team.



## **Related documents/resources**

### **COVID Vaccination Policy 809**

<https://www.nwic.edu/about-nwic/college-policies/#covid-19-resources>

### **NWIC College COVID Response Plan**

[NWIC-College-COVID-Response-Plan10.2020.pdf](#)

### **2021-121 Vaccine Mandate of the Lummi Indian Business Council**

[TO: All Departments \(nwic.edu\)](#)

### **Lummi Public Health's Post-Vaccine Travel during COVID Policy**

### **2021-08-16 LIBC Phased Approach to Re-Opening**

**The Lummi Tribal Health Center (LTHC) online COVID-19 testing scheduling system. You can schedule your own appointment for a COVID-19 test.**

<https://www.testdirectly.com/LTHC>