



INSTITUTE OF HIGHER EDUCATION (IHE) COVID-19 PLAYBOOK



Colleges and universities are making plans to return to campus amid the continued public health concerns of COVID-19 while balancing campus life, health and safety. In response to soaring demand, The Coalition for College Cost Savings (Coalition) has partnered with HRP Associates, Inc. (HRP) to offer Coalition member schools a COVID-19 Playbook to aid campuses in their COVID-19 planning and preparedness. This Playbook has been prepared with input from HRP's team of Professional Engineers (PE), Certificated Safety Professionals (CSP), and Certified Industrial Hygienists (CIH) in conjunction with the latest guidance from organizations such as CDC, EPA and OSHA. This Playbook is presented to read as a template core plan that a college can augment with campus specific work instructions, inspections, policies and communications. Examples, instructions, practical tools and references are provided throughout the Playbook to guide the IHE in developing and implementing return-to-campus system that manages risks in balance with campus life and learning.

CONTENTS OF THE CORE PLAN:

- Self-certification of Campus COVID response initiatives
- Pandemic Team
- Details of COVID-19 symptoms, factors, spread and role of IHE in COVID-19
- Prevention Strategies
- Campus Preparedness and continuity services
- Absenteeism
- Medical Monitoring
- Hazard Assessment
- Procurement
- Building maintenance and janitorial services
- Building shutdown and opening (mold and *legionella*)
- COVID-19 routine cleaning and disinfection
- COVID-19 testing
- Campus response to positive or suspected COVID-19 case
- Communications (internal/external)
- Awareness and training
- Inspections and Programs evaluation

TEMPLATES, TOOLS, AND EXAMPLES:

- Hazard assessment, controls and PPE Assessment
- Housekeeping Approved Disinfectants
- Campus use approved disinfectant
- Communications plan
- Medical Screening forms
- Communication posters, signage, labels
- Decontamination Standard Operating Procedure (SOP)
- Disinfection checklists and communications tools
- Human Resources Guidance

TRAINING COURSES:

- On Line training class: COVID-19 Awareness
- On Line training class: OSHA Hazard Communication
- On Line training class: Personal Protective Equipment (PPE) Assessment
- On Line training class: Respiratory Protection Program

The training package is available to Coalition member schools for unlimited use for the 2020-2021 academic year by way of a campus specific coupon code which entitles access to HRP's Online Training Platform. Completion certificates are automatically issued.

In addition, the college will have access to one (1) hour of consultation with an HRP professional to provide initial guidance and support as well as one year of on-call service availability from HRP at preferred rates.

From time to time, EPA, OSHA, or CDC may offer updated or new guidance that may affect this Playbook. When this happens, HRP will provide a "push notification" to colleges and universities to maintain the plan relative to these updates.

The flat fee for the Playbook, associated examples, protocols, references, training, facilitation and push notifications is \$1,975.

Thank you for allowing The Coalition and HRP to support your institution during these unprecedented times. HRP has always valued its partnership with the IHE community and looks forward to navigating these waters with you. Please contact HRP at (800) 752-3922.