**Frequently Asked Questions**

**Your Employment Questions**

**Do I need to be vaccinated to be a Clark College employee?**

Yes. Governor’s Proclamation 21-14.1 requires all employees currently engaged in work to either be fully vaccinated or have an authorized exemption by October 18, 2021.

Every employee who does not have an approved religious or disability exemption, full time and part time employees, remote employees, work study students and volunteers, must provide proof of vaccination.

If that is not provided by the end of the day on the 18th, faculty will not be able to teach their classes come October 19 and will need to go through the rehiring process in order to teach after providing proof of vaccination and/or the mandate is lifted.

**Even if I am teaching online?**

Yes. You are a WA state employee.

**What if I don’t request an exemption and don’t get vaccinated?**

The proclamation requires all employees who are engaged in work to either be vaccinated or have an approved exemption. An employee who has neither, cannot be allowed to work beginning Oct. 18.

If you have any questions about this process, please do not hesitate to get in touch with our Human Resources professionals at 360.992.2105, or email: hr@clark.edu.

**How do I provide proof of my vaccination status?**

Every employee who does not have an approved religious or disability exemption, must provide proof they have received a COVID-19 vaccination. This includes full time and part time employees, remote employees, work study students and volunteers. The proclamation requires one of the following documents to prove vaccination:

* CDC COVID-19 Vaccination Record Card or photo of the card;
* Documentation of vaccination from a health care provider or electronic health record;
* State immunization information system record; or
* For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

Your Human Resources team is ready to receive your vaccination documents in two ways:

1. You can upload your vaccination card or other proof of vaccination to [the college’s secure, on-line validation system](https://clarknet.clark.edu/forms/covid-vaccination-proof/index.php). Just answer a couple identifying questions and upload your documents. You will receive an immediate confirmation email that your documents were received.
2. You can drop by the Human Resources office (Baird Building, #133) between the hours of 9:00 a.m. and 12:00 p.m. daily with your documents and we will scan and enter them in the system for you.

If neither of these options work for you, please contact Human Resources at hr@clark.edu, or call 360.992.2105.

Human Resources staff will inspect all submissions and validate that the documents you have submitted are sufficient.

**Can I get an exemption from being fully vaccinated?**

Employees may apply for an exemption to the vaccination for medical or religious reasons, but not for personal reasons or reasons of conscience.

If you have a disability or closely held religious belief that precludes you from getting the vaccine, you can request an exemption from HR. The exemption forms are set up to be completed electronically.  Not every medical condition, nor belief, qualifies for the exemption.

The Vice President of Human Resources will evaluate your request in light of the proclamation, the legal standards regarding disabilities and closely held religious beliefs, and make a determination whether your particular situation warrants an exemption. Here’s some information explaining each of the exemptions:

*Disability exemption*

To qualify, your medical provider must explain how your disability precludes you from taking the COVID-19 vaccine. Your provider must also explain whether a leave of absence would make it possible for you to receive the vaccine. Not every medical condition is a disability. Generally, disabilities are of a longer duration and prevent you from engaging in major life activities. [Disability Exemption Request Form](https://clarknet.clark.edu/forms/covid-vaccination-proof/disability-exemption-request-form-vaccnination.pdf) [PDF]

*Religious exemption*

“Religion” is broadly defined. It includes traditional, organized religions such as Hinduism, Christianity, Islam, Judaism, and Buddhism. A religious belief may also be more individualistic, including beliefs that are new, uncommon, not part of a formal church, or held by a small number of people. Social, political, economic philosophies or other personal preferences are not religious beliefs under the law. Questions about your religious beliefs are aimed at helping Human Resources determine whether it meets the definition of a closely held religious belief that is eligible for an exemption.

In considering your request, HR will presume that your request is based on a sincere belief in religion unless there is a valid, objective reason to question your request. In those cases, HR may reach out to you for more information. [Religious Exemption Request Form](https://clarknet.clark.edu/forms/covid-vaccination-proof/religious-exemption-request-form.pdf) [PDF]

*The exemption application process*

Your Human Resources team is ready to receive your exemption documents in three ways:

You can upload your completed/signed exemption form, along with supporting documentation from your medical provider (for Disability Exemption only), to [the college’s secure, online validation system](https://clarknet.clark.edu/forms/covid-vaccination-proof/index.php). Just follow the validation link (<https://clarknet.clark.edu/forms/covid-vaccination-proof/>), answer a couple identifying questions, and upload your documents. Included is a link to the exemption form(s). You will receive an immediate confirmation email that your documents were received.

You can email your form, along with supporting documentation from your medical provider (for Disability Exemption only), to HR via hr@clark.edu.

You can drop by the Human Resources office (Baird Building, #133) between the hours of 9:00 am – 12:00 pm daily with your documents.

**What if I don’t request an exemption and don’t get vaccinated?**

The proclamation requires all employees who are engaged in work to either be vaccinated or have an approved exemption. An employee who has neither, cannot be allowed to work. Because the needs of students, coworkers, and the college must still be met, the college may use a vaccinated or exempt worker to perform the duties you would have otherwise been performing.

If you have any questions about this process, please do not hesitate to get in touch with our Human Resources professionals at 360.992.2105, or email: hr@clark.edu.

**How soon do I need to get vaccinated, if I haven't done so already?**

The timing for when you must receive your vaccine depends on which vaccine you are receiving:

* Moderna vaccine - you must start the process by September 6.
* Pfizer vaccine - you must start the process by September 13.
* Johnson & Johnson vaccine - you must receive your vaccine by October 4 to be fully vaccinated by October 18.

**How will I know if I have completed the “Proof of Vaccination” process?**

You should receive an email at your Clark email address with the Subject, “Vaccination Form Notification from (Your name)”

**Your Classroom Questions**

**Are masks required on campus?**

Yes, in all areas of the campus both inside and outside.

**Why outside too?**

Outside because you will not know which students have been vaccinated.

**So masks need to be worn in the classroom at all times?**

Yes, wearing masks in classrooms is required.

Please put the following language in your syllabus if you are teaching f2f or hybrid:

Clark College requires all students to wear face masks or cloth face coverings in classrooms, laboratories, and other similar spaces where in-person instruction occurs. Face coverings are required in all indoor spaces and all enclosed or partially enclosed outdoor spaces. Compliance with the face-covering protocol is expected. If you do not comply with a classroom rule, you may be requested to leave class. WAC (Washington Administrative Code) 132N-125-035 of the Clark Code of Student Conduct covers “prohibited student conduct.”

**Are face shields allowed in place of a mask?**

No. DSS will not be approving shields as an accommodation since they are not part of the face coverings allowed by the CDC.

Mask Exemptions to unmask will not be approved but students can be referred to DSS for director to respond to the requests if it's on basis of disability.

Students with disabilities can engage in the interactive process with DSS Director on possible other accommodations related to: transitioning to remote learning, accessing services remotely, exploring alternate mask options with consultation of health and safety,  or getting approved for classroom accommodation to leave the room for a few minutes and return (masked).

Even with documented disability conditions that make masking difficult, DSS will not approve mask exemptions, at this time, as it is a health and safety risk for others.

**What is considered the proper way of wearing a mask?**

A mask needs to be covering the nose and mouth at all times.

**Are faculty required to wear their masks while teaching in front of a class?**

Yes, even if the distance more than 3 or 6 or 12 ft away. Bottom line: Yes.

**What do I do if I see someone not wearing a mask?**

First, try a nonverbal gesture by touching your own mask while making gentle eye contact. If that is not successful, remind the individual that it is campus policy that masks must be worn and ask that they please put the mask on correctly. If that is not successful, move to a private/safe space and contact Security. Provide them with information describing the individual and letting them know where the individual was. Security will follow-up with approaching the individual.

**How do I contact security?**

Put 360-992-2133 in your phone. If you do not have a phone, go to the Security office in Gaiser Hall to let them know.

**What do I do if a student refuses to wear a mask?**

First, try a nonverbal gesture by touching your own mask while making gentle eye contact. If that is not successful, remind the individual that it is campus policy that masks must be worn and ask that they please put the mask on correctly. If that is not successful, ask that they leave the classroom. If you deem necessary, contact Security.

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**What if a student doesn’t have a mask?**

Masks are available at the Health Screening stations on campus. Students will need to go there, get one, put it on and come back to the classroom.

PS It might not be a bad idea if you were to have a few spare on you (get them from the Health Screening stations) for easy and quick distribution (especially when/if you see someone on campus outside the classroom without one).

**Are students able to bring drink and food into the classroom and eat (thus removing their masks)?**

No Eating or Drinking in Classrooms.

**But that could mean a long time without eating or drinking?**

Provide a few short (5 minutes) breaks for students to move outside and take care of their hygiene needs.

**Are we still social distancing? 3 ft or 6 ft?**

Yes, social distancing is required.

**What is the distance?**

Social Distancing is currently 3 feet in most circumstances.  Based on evolving guidance from the state, this policy (and the exact definition of safe social distancing) may change as fall term progresses.

**How do students come into the classroom?**

Meet your students outside the classroom on the first day and ask that they file into the classroom in a single-file line and maintain 3 ft distance between each other. You might want to do this for the first few days so they know they need to do this regularly.

**How should students leave the classroom?**

The easiest way to help students maintain social distancing is releasing a row of students at a time.

**Will classrooms be cleaned?**

Yes.

**How will classrooms be cleaned?**

Students in Face-to-Face Classrooms and/or Laboratories are required to clean their workspace and any other shared spaces both when they arrive and depart. All supplies will be provided.

Cleaning wipes are being placed in all classroom spaces. The wipes can be used by anyone and do not require special training, unlike other cleaners used at the college. The wipes are proven to be effective in killing the COVID-19 virus and are a way to clean small spaces like desks and tables. Peroxide Spray is used by Facilities staff to clean large areas on campus and requires a training certification prior to use. Please reach out to the Facilities department at facilities@clark.edu if you are interested in completing this training.

**Who will be doing the cleaning?**

Students will be cleaning their space when they arrive AND when they depart.

**What about the instructional equipment like the podium, table at the front, etc?**

Faculty need to follow the same protocol and clean the space when they arrive AND again when they depart.

**Who do I call if more cleaning supplies are needed?**

Contact your division / unit administrative staff.

**Do I have to check in somewhere when coming onto campus? Do students?**

Employees, students and visitors will be provided the screening tool before they return to campus. The screening information will include information about the level of confidentiality in the screening process and retention of records.

If anyone in the Clark College community (employees, students, guests, etc.) has access to an internet connected device (home computer, smart phone, etc.), they are encouraged to fill out the [online questionnaire](https://apps.clark.edu/HealthScreening/Account/Login?ReturnUrl=%2fHealthScreening) in advance of their arrival to campus.

The tables/laptops (screening stations) at the building entrances are basically for students, employees, guests, etc. who are unable to use an internet connected device before they come to campus. If you are able to fill out the online questionnaire before your arrival to campus, you can bypass the screening stations.

**How will I know if students have completed the** [**health screening**](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexa-covid19-screening-tool.pdf)**?**

The college has created a [Health Screening reports for instructors](https://apps.clark.edu/HealthScreeningReports/Home/MyStudent) tool. Click on COVID 19 Health Screening Reports in the upper left of page and the students who have completed will appear in a list (like an attendance list). Keep this [Health Screening reports for instructors](https://apps.clark.edu/HealthScreeningReports/Home/MyStudent) tool link handy!

**What do I do if they don’t complete the health screening?**

Ask them to move outside and complete it on their phone. If they are unable to do that, they can go to a health screening station and complete it.

NOTE: You’ll need to refresh the [Health Screening reports for instructors](https://apps.clark.edu/HealthScreeningReports/Home/MyStudent) tool in order to populate new students having completed it.

**Where are the health screening stations located?**

Gaiser Hall (Main Entrance)

Facilities Services (Main Entrance)

Baird (Entrances by Human Resources)

Scarpelli Hall (Lower Entrance)

STEM Building (Main Entrance)

Child and Family Studies (Main Family Entrance)

Frost Arts Center (Main Entrance/Lobby)

Anna Pechanec Hall (North Entrance)

CTC (Main Entrance)

CCW (Main Entrance)

Foundation (Kitchen)

O’Connell Sports Center (Front Entrance)

Diesel (Back Classroom)

AA1 (North Bay Door)

AA2 (East Bay Door)

AA4 (Main Entrance)

AA5 (West Entrance)

HSC (DH Main Entrance)

GHL (Culinary Entrance)

Joan Stout Hall (McLoughlin Blvd Entrance)

Science Complex (Room 123)

**What happens if they refuse?**

Failure of individuals to comply with the points in this section will result in employees and students/visitors being sent home. In addition, see flowchart previously provided.

**So if a student doesn’t do it, how do I handle it?**

Remind them of that completing a health screening is required to attend class. If they decide not to complete the health screening, they need to leave campus and will be counted as absent for that class period.

**What happens if they don’t pass the health screening?**

Any individual with a temperature of 100.4°F or higher is considered to have a fever and will be sent home. Employees are to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, headache, recent loss of taste or smell, sore throat, congestion, nausea or vomiting, or diarrhea).

Any person who develops symptoms of COVID-19 while on campus will be immediately sent home and be given the “Next Steps” instruction sheet (Annex B) to inform them with appropriate actions and contact information for how to proceed.

**What is the** [**Next Steps instruction sheet**](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexb-nextsteps-instructions.pdf)**?**

See the link at the end of this document.

**How do I respond if a student lets me know that they have tested positive for COVID?**

Here is an [Email Response Template for Faculty](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexd-email-response-template-faculty.pdf)

Hello (Student Name),

Thank you very much for informing me of your diagnosis. Clark College cares about your health and well-being and the College will be in touch with you soon regarding next steps.

While you wait for our next message, please read the CDC’s guidance for self-care when diagnosed with COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/stepswhen-sick.html>

Take Care, (Faculty Signature)

**But what do I do after they let me know?**

Follow the [Next Step Instruction Sheet](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexb-nextsteps-instructions.pdf) and review the [Student Case Protocol document](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexg-student-case-protocols.pdf).

**Do I have to let other students know?**

No. Allow the process to occur as outlined in the [Next Step Instruction sheet](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexb-nextsteps-instructions.pdf).

**Will my class be immediately quarantined?**

No, not necessarily. The most important thing for you to do is follow the directions on the Next Step Instruction sheet and get it reported so that more discovery can occur. The Manager of Environmental Health & Safety will do contact tracing and advise on next steps consistent with state and public health guidance.

**What if I observe a student showing signs of COVID; what should I do?**

Offer specific facts about your observations and encourage them to go to Health Services on campus and/or their medical provider.

**What if a student misses class due to COVID? How do I handle that?**

Really consider your attendance policy and be clear about how it will be handled. Students should not be penalized for absences due to having COVID. At the same time, course outcomes do need to be met. It would be a good strategy to determine what a student could “do” in lieu of attending class. In addition, consider the deadlines of those “make-ups” as a student who has COVID may not have the physical or mental ability to focus on coursework. In addition, be cognizant of requiring “proof” of illness. Some students will not have access to a medical provider in order to provide that kind of documentation.

However, you decide to handle absences due to COVID, be very clear in your syllabus. Should there be appeals to Division Chairs and/or Deans, it will be difficult to support your position if decisions seem arbitrary. The clearer the language (and following that language), the better it is for the student to know your expectations and how to proceed and the better it is for the Division Chair and/or Deans to determine if the student has grounds for asserting unfair practices.

**What if it’s me that is sick?**

First, take care of yourself. And immediately follow the directions of the [Positive Case Protocol](https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexc-positive-case-protocol.pdf) document, which is linked at the end of this document about what to do if you have COVID.

**What if I am sick but tested negative for COVID?**

If the employee provides a statement from a medical professional stating that the employee is not ill and the symptoms the employee exhibited are not because of COVID-19, the employer will grant the employee access to the worksite.

**What about the HVAC system and air flow? What procedures are taking place to maintain**

**healthy air circulation?**

The following policies and procedures have been put in place:

Campus HVAC systems will operate at 95% efficiency (how they use energy), which is the industry standard and recommended for COVID-19 mitigation in closed spaces.

Campus HVAC systems will provide four air exchanges per hour in each room, which is the industry standard and recommended for COVID-19 mitigation in closed spaces.

Campus HVAC systems will run at maximum outside airflow for 2 hours before and after the buildings are occupied. (Percentage of outside air will vary based on outside air temperature).

Windows that can be opened, may be opened in classrooms and offices.

Classroom and office doors may be opened for ventilation purposes, unless it is a fire door or impedes ingress and egress or creates some other safety concern.

Fire doors must remain closed per the Fire Marshall.

Plexiglas barriers will be placed in customer service related areas where people must be in close contact for necessary exchanges of payment, paperwork, etc.

**Can I use my office?**

Yes.

**Can I use the adjunct office?**

Yes. Please maintain social distancing and clean the work station prior to using it. And then clean the work station after you are done work at that location.

**Do I need to wear a face covering if I'm alone inside my office?**

Face coverings are required only in indoor settings shared with more than one person. If you are alone in an office with a closed door, you do not need to wear a face covering. However, if you go out into a public hallway, you would need to wear a face covering.

**Can I meet students in my office?**

Yes. Masks must be worn by all parties and social distancing maintained.

**Are we holding meetings on campus?**

We can if all protocols are followed. However, not all colleagues may feel comfortable with that so consider how/if people can dial in remotely and/or hold the meeting online.

**What student services are available at this time?**

**Cannell Library** - will be limited to access by appointment only during the fall quarter.

Students can still request books, DVDs, CDs, calculators, and more from the library and schedule an appointment to pick them up from campus. Appointments are currently available Monday-Friday between 9:00am-4:00pm in Scarpelli Hall (SHL).

Students will need to follow [Clark College's procedures for visiting campus](https://www.clark.edu/about/emergencies/coronavirus/visiting-campus/index.php).

To submit pickup request for a book, DVD, CD, or calculator, students will need to place a [request](https://library.clark.edu/content/request) on any items they would like to check out and then monitor their students.clark.edu email for a message notifying them when the item(s) are ready. Library staff will work with the student to schedule an appointment and provide directions about where to pick-up.

**Laptop checkout** - will be held on the first floor of the library, by appointment only.

To request a laptop, please submit the Technology Request Form through [MyClark@Clark](https://www.clark.edu/current-students/) and library staff will reach out to you as soon as possible to arrange an appointment to pick up a laptop. Laptops must be picked up from campus.

**Tutoring Services** - will be providing on campus support in one centrally located space on campus in Hawkins Hall, Room 102. Tutoring services is also available via Zoom at <https://www.clark.edu/campus-life/student-support/tutoring/tutoringservices.php> or online at <http://etutoringonline.org/>. Janice Taylor sent out a comprehensive email on 9/15/2021.

**Computer Labs** - students can visit the [Computer Lab Appointments](https://www.clark.edu/its/documentation-and-resources/students/lab-appointment.php) page on the Clark College website to set an appointment to use the computer lab.

**Printing service** - Printing through the library is not available at this time, but students can visit the [Computer Lab Appointments](https://www.clark.edu/its/documentation-and-resources/students/lab-appointment.php) page on the Clark College website to set an appointment to print in an open campus lab.

**What other resources are available on campus?**

Some services will offer in-person support in Gaiser Hall. For more specific information, review specifics here: <https://www.clark.edu/about/emergencies/coronavirus/remote-contacts.php>

**Are the Student Emergency Grants still available?**

Yes! <https://www.clark.edu/enroll/careers/financial-wellness/index.php>

At the bottom of the page, click “Student Emergency Grants.” Please provide this information to students.

**Do I need to put all of the COVID language in my syllabus?**

If you are teaching only online, no.

If you are teaching face to face or hybrid, yes. In addition, please share the COVID-19 slide training deck with your students.

**What should I do if a student is not doing well in my class or communicates challenges/struggles?**

To report an Academic Retention Concern, please follow this [link](https://clark-advocate.symplicity.com/care_report/index.php/pid722409) and select “Academic Retention Concern."

You can also select the directories page on Clark.edu and find "S" for "Student CARE" and submit a report from there. Please submit as many details as possible, including the SID and full name.

When you make a report, the student's assigned advisor and/or a member of the CARE team will do an outreach to the student, letting them know their instructor is concerned about their academic performance. Our outreach will include mental health resources, success resources, and other campus resources that may be beneficial to the student.

Recommendation that a student withdraw or remove themselves from a course; instead, we ask that you encourage students to work with their academic advisors for option before recommending any withdraw.

**At what point will the College make a decision to move from f2f to fully online/remote? What benchmarks will be used to determined that?**

The thresholds to determine when/if the campus would move into fully online/remote operations, are currently being developed by the Executive Cabinet and Recovery Management Team. In addition, Assistant Vice President, Galina Burley, is meeting with County Health to get input on what thresholds should be used.

**Is the college considering a vaccination requirement for students?**

Yes. The college is currently (9/16) discussing this for implementation for Winter 2022 quarter. No details about if it would be for all students or just f2f/hybrid enrolled students has not been released. No details about the process have been released. There are no details at that time; please watch for emails from President Dr. Karin Edwards, Alyssa Voyles, and/or Galina Burley.

**Links to all of the resources COVID related:**

General info: <https://clarknet.clark.edu/covid-19/>

FAQ: <https://clarknet.clark.edu/covid-19/faq.php>

Communication from campus: <https://clarknet.clark.edu/covid-19/communication/>

Recovery Plan: <https://www.clark.edu/about/emergencies/coronavirus/recovery/index.php>

Screening Tool: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexa-covid19-screening-tool.pdf>

Next Step Instructions: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexb-nextsteps-instructions.pdf>

Positive Case Protocol: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexc-positive-case-protocol.pdf>

Email Response Template for Faculty: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexd-email-response-template-faculty.pdf>

Student Case Protocols: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexg-student-case-protocols.pdf>

Behavioral Health Plan: <https://www.clark.edu/about/emergencies/coronavirus/recovery/documents/annexf-behavioral-health-plan.pdf>

Health Screening link: <https://apps.clark.edu/HealthScreening/Account/Login?ReturnUrl=%2fHealthScreening>

Visiting the Campus:

<https://www.clark.edu/about/emergencies/coronavirus/visiting-campus/index.php#employees>

~Drafted by Deena Godwin 9/16/2021