



## South Central COLLEGE

# South Central College COVID-19 Back-to-Campus In-Person Instruction Preparedness Plan

**South Central College** is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus(es) and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campus(es).

Campus leaders, supervisors, employees and students are responsible for implementing and complying with all aspects of this Plan. **South Central College** leaders and supervisors have our full support in enforcing the provisions of this policy.

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH) and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue to practice social distancing, continue cleaning protocols and provide clear communication to students, faculty and staff about what will be required to participate in any in-person instruction.

**South Central College** is serious about safety and health and keeping our student and employees safe. Your ongoing involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Operational and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

## Screening and Policies for Those Exhibiting Signs and Symptoms of COVID-19

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

**Self-screening should be completed by each faculty, staff and student on campus.** Each day, faculty, staff and students on campus will be required to complete the COVID-19, "In-Person, Face-to-Face Activities," Screening Form.

SCC employees are to submit the COVID-19, "In-Person, Face-to-Face Activities," Screening Form to their supervisors each day. Students submit it to their instructors. Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members. All forms should then be forwarded to Human Resources.

**South Central College** through Minnesota State and Minnesota Management and Budget has implemented leave policies that promote workers staying at home when they are sick, when household members are sick or when required by a health care provider to isolate or quarantine themselves or a member of their household. Outside of these COVID-19 leave provisions, normal sick and FMLA leave policies apply.

Accommodations for workers asked to report to campus with underlying medical conditions or who have household members with underlying health conditions have been implemented including working remotely and other leave provisions as described above.

**South Central College** will follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. Any required follow up of lab confirmed cases will be conducted by the Minnesota Department of Health or Local Public Health.

In addition, existing privacy policies will continue to be followed to protect the privacy of workers' health status and health information.

## Social Distancing & Face Coverings

Social distancing is being implemented on campus through the following engineering and administrative controls:

1. Employees that can work remotely should continue to do so and should not be on campus unless there is a specific instructional reason or other need that can only be accomplished on campus. Prior authorization must be obtained. Those on campus are required to complete the Permission to be on Campus Form and the self-screening form.
2. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
3. Employees will be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
4. Work spaces will be continually reviewed to meet social distancing and other recommendations.
5. Employees and students are asked to maintain six feet of distance between colleagues and visitors.
6. Be aware of and avoid crowded spaces including break or lunchroom, elevators and restrooms
7. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.

8. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited while adhering to all social distancing guidelines.
9. Keep class sizes as small as possible. We will keep 6 feet of space between students in classroom and lab spaces.
10. Face masks or coverings are required to be worn in settings if more than 2 individuals are present.
11. Face Masks will be provided to staff and students for use when on campus. If you do not have a face mask, one will be provided to you. Staff and Faculty may obtain SCC face masks from Maintenance staff or at each campus shipping and receiving location. These should be worn when in the presence of others (more than two people). If an individual is in a room or office by themselves, it is not necessary to wear their mask. Face shields are available for those situations where maintaining the 6' social distancing is not possible, such as face to face labs. Gloves are not required or recommended but may be available if requested. Programs that contain hands on skills may require gloves to be worn at certain times.
  - a. Staff and faculty not wearing masks under these guidelines will be subject to discipline
  - b. Students not wearing masks under these guidelines will be asked to leave the campus.
  - c. Contractors, visitors, and all others not wearing masks under these guidelines will be asked to leave the campus
12. Protective barriers along with the wearing of face masks will be used in public facing spaces.
13. Staff and visitors are prohibited from gathering in groups and in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
14. Concerns may be addressed with supervisors and through the SCC COVID 19 website pages.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, railings, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Staff are encouraged to do frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, printers and copy machines, credit card readers, etc. Staff and students are responsible for cleaning areas that they use and touch.

Cleaning schedule:

Public areas in the mornings. Restrooms cleaned in the afternoons. Office areas and door handles are cleaned throughout the day.

Cleaning products:

Alpha disinfectant, hand sanitizer, paper towels

Shared user and custodial service responsibility:

All cleaning products are available for staff and faculty for their own desk and keyboard cleaning.

What cleaning material is available to the campus:

Alpha sprayers, hand sanitizers and paper towels

Disinfecting in case of diagnosed COVID-19 worker:

We would close off the affected area and clean with bleach and Alpha disinfectant, and if needed due to size of space being cleaned, it may be necessary to close the campus for a few days in order to have a professional come in to sanitize.

## Training

All staff and faculty shall review the materials using the links below prior to returning to campus and confirm to their supervisor completion of this review:

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

Faculty will review this plan with students on the first day of class and have each student complete the Permission to be on Campus Form regarding the wearing of face masks and social distancing.

## Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility. All work and classroom places will have hand-sanitizer and hand sanitizer is available through maintenance for those wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

## General Respiratory Etiquette: Cover Your Cough or Sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places.

**Additional communications will be displayed around the campus and reminders will be added to the weekly Connections e-newsletter.**

Face masks or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees and students are required to wear a mask or cloth face covering to prevent the spread of COVID-19. If you do not have a face mask, one may be provided to you.

Here are a few important things to keep in mind:

- Wear a face mask or covering when on campus and in the vicinity of other people:
  - Social distancing (6 foot separation) cannot be maintained at all times,
  - Activities require interactions within 6 feet for an extended period of time, such as when in a classroom, work space or lab,
  - and it does not interfere with wearer's vision.
- Face Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.

- Wearing a face mask or cloth face coverings **does not** protect you from others who may spread the virus. So, whether or not you wear a face mask or cloth face coverings, you still need to wash your hands frequently, cover your cough and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a face mask or cloth face covering does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face covering to the clinic.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A face mask or cloth face covering should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance or with doctor's recommendation.

## Communications and Training

This plan was communicated **via email** to all employees and students **on Friday May 22**. The necessary training is outlined in this plan. Additional communication and training information will be provided as needed **in Connections and via D2L** and provided to all employees and students as they return to campus.

Leaders and supervisors are to monitor how effective the program has been implemented by Employees and students are to work through this new program together and update the communication strategies and training as necessary. This plan is evolving and will be updated as guidance changes.

This plan has been certified by **South Central College** leadership and was shared and posted throughout the campus community. It will be updated as necessary.

Certified by:

**South Central College President**

**Date:** \_\_\_\_\_

Dr. Annette Parker

# Appendix A – Guidance for Developing a COVID-19 Preparedness Plan

## General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

## Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## Respiratory Etiquette: Cover Your Cough or Sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social Distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

## Employees Exhibiting Signs and Symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

Appendix B – Self - Screening Form

Appendix C – Student Form to Acknowledge South Central College COVID-19 Back-to-Campus In-Person Instruction Preparedness Plan.