



South Central COLLEGE

South Central College COVID-19

In-Person On-Campus Preparedness Plan

Updated 8-11-2020

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).

South Central College holds as paramount the health, safety and welfare of every member of its community. South Central College however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. South Central College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick.

Minimizing the risk of COVID-19 infections (or any other spread of disease) at South Central College is a shared responsibility. As outlined below, every member of our community – including you – must do their part. Understand that if you return to the physical campus of South Central College, there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.

The virus is highly contagious and potentially deadly. To safeguard the learning environment and the workplace, to the extent reasonably possible, students and employees are required to self-monitor for signs and symptoms of COVID-19, and stay home if sick or experiencing symptoms. Employees are required to report to their supervisor if they are sick. Students who are unable to attend class because they are sick or experiencing symptoms should contact their Faculty.

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.

Some additional mitigation steps that South Central College has taken include course scheduling to limit the number of students on campus and in the classroom. This was done by working to ensure remote learning was used to the extent possible for Fall 2020.

In addition, for staff and faculty, the approach was taken that those that can work remotely continue to do so while still providing the best student experience possible.

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.

Sections in this Plan Include:

- A. Health Screening Protocol and Requirements for Employees and Students *Operating Instructions*
- B. Social Distancing Protocols
- C. Face Coverings & Masks Protocols
- D. General Housekeeping & Cleaning Protocols
- E. Training Requirements
- F. Communications Plan

Appendixes (will be updated week of 8/24)

Appendix A – Information related to the Preparedness Plan

Appendix B – Self - Screening Tool & Compliance Information

Appendix C – Face Coverings & Instructions Additional Information

Appendix D – MMB Leave Policy Links

Appendix E – Approved staff and faculty on campus work schedule

Appendix F – Executive Orders

Appendix G – COVID-19 Training Resources

A. Health Screening Protocol and Requirements for Employees and Students

Operating Instructions are subject to change.

Every employee, student, and visitor to campus or the system office must complete the electronic health screening instrument adopted by Minnesota State each day prior to the initial entry to any college or university building or other designated confined campus space, including the system office. In the event that the electronic instrument is not available, a hard copy version of the electronic health screening instrument may be employed. Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge.

Students who complete but do not pass the health screening are not authorized to enter campus buildings, and must contact the office designated by the college or university to discuss academic and student service options available to the student. Students who complete but do not pass the health screening and who reside in college or university residential facilities may be required to contact additional offices or individuals as directed by the college or university.

Employees who complete but do not pass the health screening are not authorized to enter the workplace, and must report to their supervisor using their regular call-in procedure. In addition, if the employee is not able to telework:

- A. The employee is expected to take affirmative steps to obtain a medical diagnosis as to whether they have, or still have, COVID-19.
- B. If Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID-19 Health Leave as provided in the Paid COVID-19 Leave policy, while they are taking affirmative steps to obtain a medical diagnosis.
- C. If the employee is advised by a health care provider to self-quarantine based on the provider's belief that the employee has COVID-19 or may have COVID-19, if Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID-19 Health Leave as provided in the Paid COVID-19 Leave policy.
- D. If Paid COVID-19 Leave is unavailable or the employee is not otherwise eligible, the employee may use their accrued sick leave or unpaid medical leave while the employee is taking affirmative steps to obtain a medical diagnosis or while the employee has been advised by a health care provider to self-quarantine.

- E. If the employee obtains a medical diagnosis that they do not have COVID-19 (i.e., they tested negative for COVID-19 or a medical doctor or certified nurse practitioner determined that the employee does not have COVID-19 and may return to work), they are expected to provide evidence to Human Resources of the negative diagnosis, and return to work.
- F. If the employee obtains a medical diagnosis that they have COVID-19, they are expected to return to work under the following guidance (or as directed using current MDH or CDC guidelines):

If the employee had symptoms, they are expected to return to work after:

- Their cough, shortness of breath, and other symptoms are better, and
- It has been 10 days since they first became ill, and
- They have not had a fever for the last 24 hours, without using fever-reducing medications.

Employees who refuse to complete the screening are not authorized to enter the workplace. Employees who refuse to complete the screening and who are assigned to work on campus will be considered absent from work without approved leave and may be deemed as refusing a work directive. Such employees:

- A. Must report to their supervisor using their regular call-in procedure or an alternative procedure established by the college or university and explain the circumstances of the employee's refusal to complete the health screening.
- B. May be subject to disciplinary action, up to and including discharge.
- C. If the employee is not assigned by their supervisor to telework, the employee will be deemed absent from work without approved leave and may be placed in no-pay status until the employee returns to work after completing a health screening as required by this operating instruction or their job responsibilities no longer require screening under this operating instruction.
- D. Upon the first instance of refusing to complete the health screening, an employee may request a meeting with [college/university/system office – name of office] for an explanation of the health screening requirement and to present the employee's side of the story and/or explain the employee's reasons for refusing to comply. Employees will be placed in pay status for the period of the meeting. The employee may have union representation at the meeting.

Students, Faculty, or Staff in Clinical Settings

Students and employees who participate in or facilitate i) the delivery of an education program that involves working with COVID patients in a clinical setting or ii) the delivery of college or university sponsored medical services to such patients, are required to complete the screening tool, but are allowed

to come to campus, provided that i) these individuals wear appropriate personal protective equipment during all such contacts with COVID patients, ii) these individuals have not been in close contact with a positive or pending COVID case outside the clinical setting, and iii) they are not exhibiting symptoms. In these cases, individuals can answer "no" to the screening question related to being in close contact with COVID case.

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.

South Central College will follow Minnesota Department of Health and local health department guidance and direction on informing workers or students 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. South Central College is working with external partners on testing resources in the event that it becomes necessary.

Confidentiality of Private Data

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee's individual personnel file, or in a student's official academic records. Health-related information gathered from the health screening will be maintained for at least one year.

Compliance

South Central College will establish check-desks at such access points during regular business hours to check for compliance with the screening requirement and face covering requirements before being allowed to enter.

Entry points will be limited to the following doors and these are the only doors that are to be used to access the campus buildings.

North Mankato Campus

- Main Entrance
 - Visitors and Students visiting Welcome Center
 - This is not to be used by Faculty and Staff
 - Hours – 8:00 AM – 4:30 PM

- Door 30
 - Students, Faculty and Staff
 - Hours – Tentative 6:45 AM – 7:00 PM (will be updated before 8/24)
- Door 15 (Conference Center Door)
 - Students, Faculty and Staff
 - Hours – Tentative 6:45 AM – 7:00 PM (will be updated before 8/24)

Faribault Campus

- Main Entrance
 - Hours – Tentative 7:00 AM – 7:00 PM (will be updated before 8/24)

B. Social Distancing Protocols

Operating Instructions are subject to change.

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

1. Maintain 6' of separation.
2. 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 approval is required for being on campus. The approved work schedules are located in Appendix E. Anyone coming to campus outside of these schedules will need to obtain approval. Those on campus are required to complete the self-screening tool if on campus for more than 15 minutes.
3. Employees that would like to work flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time should discuss options with their supervisor.
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. Virtual meetings should be continued and in-person meetings only held when virtual meetings are not feasible.
10. Keep class sizes as small as possible. Classes shall have a maximum of 25 students and shall be socially distanced. We will keep 6 feet of space between students in classroom and lab spaces.

C. Face Coverings & Masks Protocols

Operating Instructions are subject to change.

These operating instructions apply to all employees, students and other visitors to campus, including vendors and contractors, who wish to enter campus buildings and other designated confined spaces on campus. Guest in classrooms need prior approval and can only enter through designated entry points.

Consistent with [Executive Order 20-81](#), South Central College will require all employees, students and visitors to wear face masks or face coverings in all buildings as well as other designated confined spaces, except in locations or circumstances exempted under EO 20-81. Additionally, face masks or face coverings are required in outdoor areas where social distancing is not possible to maintain.

The required face masks/face coverings must cover both the mouth and nasal passages. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

Children under the age of two are entirely exempt from the face mask/face covering requirement. Children under age five, but at least two years old, are strongly encouraged, but not required to wear face mask/face coverings. Colleges, universities, and the system office are required to post clear signage at all regular access points stating that face masks are required in all buildings and designated confined spaces.

Face masks or coverings are required to be worn in settings if more than 2 individuals are present. An individual in a private offices or cubicle spaces that are at least 6' apart and have separation do not need to wear the face mask but should have one available for use at all times.

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. Mask will be available at those doors that are to be used for entry.

Exceptions to the Required Use of Face Masks or Face Coverings; Consequences for Failure or Refusal to Comply

The mask requirement is a critical health and safety rule. Although we will always consider a student's and staff or faculty members request for an accommodation, the ability to accommodate this rule is going to be limited. First, the individual would have to have a medical condition or disability that makes it unreasonable to wear a mask. For example, a medical condition that impairs the ability to breathe. This should be a small subset of individuals. Second, because the rule is a critical health and safety rule, a reasonable accommodation is not going to be waiving the requirement and allowing the individual simply to enter the campus and/or attend face-to-face classes without the mask. Instead, reasonable accommodations might be things like substituting a face shield instead of the mask or switching the student to alternative learning modes if available. If those types of accommodations are not workable, then the institution could reasonably conclude that the student is not otherwise qualified and eligible to attend this fall.

Employees who are unwilling to wear a face mask or face covering in a required area due to the employee's i) religious belief, or ii) disability, as defined in the Americans with Disabilities Act, should contact the Human Resources office to request an accommodation.

Employees who refuse to wear a face mask or face covering in a required area, and who are not excused from the requirement, are subject to disciplinary action consistent with the procedures established in the applicable collective bargaining agreement or compensation plan. Employee non-compliance should be reported to the Supervisor or directly to Human Resources at Human.Resources@southcentral.edu.

Students who are unwilling to wear a face mask or face covering in a required area due to the student's i) religious belief, or ii) disability, as defined in the Americans with Disabilities Act, should contact Disability Services at 507-389-7222 or ds@southcentral.edu

Students who refuse to wear a face mask or face covering in a required area and who are not excused from the requirement may be subject to disciplinary action under the student code of conduct and may be removed from campus. Non-compliance will be handled through student conduct and sent to the deanofstudentaffairs@southcentral.edu.

Students in internships, clinical and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations. Failure to follow host-site expectations may impact student eligibility for those internship, clinical, and

experiential learning opportunities and may have other program, academic and/or student conduct consequences.

Here are a few important things to keep in mind:

- 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.

Compliance

South Central College is required to ensure compliance with the face mask/face covering requirements established in this operating instruction by adopting the following procedures:

South Central College will and staff direct faculty to ensure compliance with the face mask requirement by all students attending their classes in-person and all employees on campus. Minnesota State Administrators are also required to assist in achieving compliance with these face mask/face covering requirements Students who fail to comply with the face covering requirements will be directed to leave class. Staff that refuse to comply will be asked to leave campus. In the event assistance is needed, Security can be reached at North Mankato Campus 507- 995-1419 and ADD FB Security Cell Phone numbers .

South Central College will ensure that reports of non-compliance that provide credible evidence will be reviewed and initial action taken within one business day of the report.

D. General Housekeeping & Cleaning Protocols

Operating Procedures are subject to change.

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

Cleaning schedule & supplies:

Public areas in the mornings. Restrooms cleaned in the afternoons or evenings. Office areas and door handles are cleaned throughout the day. Classrooms will be cleaned at least once per day. Cleaning will be done using the appropriate disinfectants.

Keeping our work and learning spaces clean is a shared user and custodial service responsibility.

Cleaning products including disinfectant wipes and hand sanitizers are available for staff, faculty and students for their own desk and keyboard cleaning. Outside of each classroom and each office area there will be wipes, hand sanitizer and extra disposable masks. To request additional supplies:

- North Mankato Campus – send an email to fixit@southcentral.edu
- Faribault Campus – send an email to Physical Plant Supervisor
RICK.SANDERS@southcentral.edu

Disinfecting in case of diagnosed COVID-19 worker:

We would close off the affected area and clean with bleach and disinfectant, and if needed due to size of space being cleaned, it may be necessary to close a specific lab or classroom or the campus in order for appropriate cleaning to be completed.

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students should 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 work and classroom places will have wipes and hand sanitizer available in close proximity. (Sanitizers must be of greater than 60% alcohol.)

Employees and visitors should 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.

Protective barriers along with the wearing of face masks will be used in public facing spaces. 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. Other gathering spaces such as student lounges and cafés will remain closed.

HVAC Procedures

Our HVAC systems will be set to maximize outside air intake and will be run 2 hours before and after expected people on campus. Filters will be changed out to ensure maximum efficiency of the system.

E. Training Requirements

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

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Training in ELM - Minnesota State COVID-19 Return to Campus/Work Preparedness Plan (30 min.) – Details on returning to campus safely, with links to individual campus plans.

F. Communications Plan

This updated plan was communicated **via email** to all employees and students **on Wednesday August 12**. 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 and upon review.

Appendix A – Information related to the Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

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

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

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

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Appendix B – Self - Screening Tool & Compliance Information

Add Aug 5 memo – Operating Instructions

Appendix C – Face Coverings & Instructions

Minnesota State colleges, universities, and system office are subject to [Executive Order 20-81](#) including all campus and leased spaces. Nothing in EO 20-81 should be construed to prevent a college or university from developing a policy that imposes more protective requirements with respect to face coverings, consistent with applicable law, than those in the EO or applicable industry guidelines.

Add Face Mask Operating Instructions memo

Appendix D – MMB Leave Policy Links

MMB FAQs re: REVISED COVID-19 Policy* (**excerpt accessed 7-30-20**)

<https://mnscu.sharepoint.com/sites/LRdocs/Shared%20Documents/MMBs%20FAQs%20re%20REVISED%20MMB%20COVID-19%20Policy.pdf> *OR use MMB's HR Toolbox directly using your own access.

Appendix E – Approved staff and faculty on campus work schedule – update after 8-14-2020

Appendix F

- [Executive Order 20-82](#)

Authorizing and Directing the Commissioner of Education to Require School Districts and Charter Schools to Provide a Safe and Effective Learning Environment for Minnesota's Students during the 2020-21 School Year

Last Modified: July 30, 2020

- [Executive Order 20-81](#)

Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

Last Modified: July 22, 2020

- [Executive Order 20-74](#)

Continuing to Safely Reopen Minnesota's Economy and Ensure Safe Non-Work Activities during the COVID-19 Peacetime Emergency

Last Modified: June 5, 2020

- [Executive Order 20-57](#)

Authorizing and Directing the Commissioner of Education to Allow for a Safe and Effective Summer Learning Environment for Minnesota's Students

Last Modified: May 14, 2020

Additional Information on Executive Orders may be found at <https://mn.gov/governor/news/executiveorders.jsp>.

Appendix H – COVID-19 Training Resources

Online Training for Employees

August 2020

Human Resources has several courses available to support your health and well-being wherever you are working.

Online Training

Minnesota State COVID-19 Return to Campus/Work Preparedness Plan (30 min.) – Details on returning to campus safely, with links to individual campus plans.

Navigating the Post-Pandemic Workplace (8 min.) (SkillSoft) – Tips for safely returning to work in person, including social distancing in the workplace, sustaining relationships with coworkers, and practicing self-care.

Tips for Navigating Work During COVID-19 (20 min.) (Minnesota State) – Tips and resources for working from home or collaborating with team members who are working from home during the pandemic.

Managing Performance During COVID-19 (30 min.) (Minnesota State) – Resources to effectively support and manage staff members during telework and return to campus.

Pandemics (approx. 1 hour) (SkillSoft) – Detailed information about pandemics, including COVID-19, and how to control its spread.

Accessing the Training

All courses are available through Employee Self Service/ELM.

1. Log in to the State of Minnesota [Self Service](#) site using your eight digit **State ID Number** and password. (The one you use for paycheck and insurance information.)
2. Click on the ELM tile.
3. Choose **Find Learning** under Quick Links and then search for the course title.
4. Choose the “Enroll” button and then use the blue “Launch” link to start the course.

