



## South Central College

# COVID-19 In-Person On-Campus Preparedness Plan

Updated 9-24-2020

**South Central College** is committed to providing a safe environment for our students, faculty, staff, and visitors. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campuses and that requires the full cooperation of all. Only through a cooperative effort, can we maintain safe of our campuses.

While South Central College holds as paramount the safety of every member of its community, the college cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present.

Minimizing the risk of COVID-19 infections (or spread of disease) at South Central College is a shared responsibility. As outlined below, every member of our college community must do their part. Please understand that if you return to the physical campuses of South Central College, there is a risk you may contract COVID-19.

Campus leaders, supervisors, employees and students are responsible for implementing and complying with all aspects of this Plan and have the college's 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 who can work remotely continue to do so while still providing the best student experience possible.

South Central College is serious about keeping our students and employees safe. Your ongoing involvement is essential in developing and implementing a successful Campus 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. COVID 19 Framework
- F. Training Requirements
- G. Communications Plan

Appendixes

Appendix A – Information related to the Preparedness Plan

Appendix B - COVID-19 Framework

Appendix C – Approved employees on campus work schedule

Appendix D – COVID-19 Training Resources

Appendix E - Executive Orders

Appendix F – Minnesota Department of Health Resources

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

# A. Health Screening Protocol and Notification 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. If you feel you made a mistake on the health screening, and need to re-do the information, please do so truthfully and correctly to the best of your ability, do not change your answers simply to be on campus as that compromises everyone's safety.

The virus is highly contagious and potentially deadly. To safeguard the learning environment and the workplace, to the extent that is 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 and follow the notification steps.

## Stay home if sick

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- If you have symptoms of COVID-19, stay home until all three of these things are true:
  - You feel better. Your cough, shortness of breath, or other symptoms are better.
- **and**
- It has been 10 days since you first felt sick.
- **and**
- You have had no fever for at least 24 hours, without using medicine that lowers fevers.
- Talk to your health care provider if you have questions.
- If a lab test shows you have COVID-19, someone from the health department will give you more information and answer your questions.

## POSITIVE COVID TEST PROCEDURE FOR NOTIFICATION

**Students and Employees who test positive for COVID-19 and have been on campus are required to immediately notify South Central College at [covid@southcentral.edu](mailto:covid@southcentral.edu). Please include the following information:**

- Date of exposure (if known)
- Date of positive test and location of test
- List of close contacts (less than 6 feet for more than 15 minutes on campus in the last 14 days) and contact information for those individuals, if known
- Location(s) on campus in the last 14 days
- Contact Information

SCC Staff and/or Local Public Health will be in contact with those testing positive.

Information sent to this email will be considered confidential.

You should also:

- If you are a **student**:
  - Contact your instructor to inform them that you will not be attending class
  - **SCC Students:** Work with your instructors regarding any absences due to illness, based on their established processes. For an illness lasting more than two weeks, feel free to contact Disability Services at [ds@southcentral.edu](mailto:ds@southcentral.edu) or (507) 389-7339 for assistance.
- If you are an **employee**, contact your supervisor and/or human resources

## COVID SYMPTOMS PROCEDURE FOR NOTIFICATION

Students who are unable to attend class or employees who are unable to be at work because they are sick or experiencing symptoms should follow this procedure.

- If you are a **student**:
  - Contact your faculty members to inform them that you will not be attending class
  - **SCC Students:** Work with your instructors regarding any absences due to illness, based on their established processes. For an illness lasting more than two weeks, feel free to contact Disability Services at [ds@southcentral.edu](mailto:ds@southcentral.edu) or (507) 389-7339 for assistance.
    - If you are an **employee**, contact your supervisor and/or human resources.

# Stay home if in Contact with someone who has COVID-19

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- Close contact means someone you live with or have some sort of relationship with.
- If you have close contact with someone who has been told by a doctor, clinic or hospital that they have COVID-19:
  - Watch yourself for symptoms for 14 days.
  - Stay home.
  - Wash your hands often.
  - Clean surfaces you touch.
- Even if your results are negative, you need to stay home for 14 days. If you develop symptoms after testing negative, get tested again.

## Stay home if you do not pass the screening

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Students who complete but do not pass the health screening are not authorized to enter campus buildings

## Employee Expectations and Options

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If an employee who is sick or has been exposed to someone with COVID-19, 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 or Employees in Clinical Settings

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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 instructors.

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

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All health-related information gathered from the health screening and any follow up contact tracing 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

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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. In the event that the check-point is not staffed due to breaks or other needs, a sign-in sheet will be available to verify compliance with the screening tool.

**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 New Students visiting Welcome Center
  - This is not to be used by Faculty, Staff or Current Students
  - Hours – 8:00 AM – 4:30 PM
- Door 30
  - Students and Employees
  - Hours – 6:00 AM – 5:00 PM
- Door 15 (Conference Center Door)
  - Students and Employees
  - Hours –7:00 AM – 7:00 PM

Faribault Campus

- Main Entrance
  - All Individuals
  - Hours – 7:00 AM – 7:00 PM

Check-In Point/Security Staff Compliance Process

1. Encourage the student or staff member to comply with the expectation to use a mask or shield;
2. Offer the individual a face covering if they do not have one; and,
3. If the individual still refuses, staff will contact the Dean/Associate Vice President (AVP) on Campus.

Dean/AVP on Campus

1. Encourage the student or staff member to comply with the expectation to use a mask or shield;
2. Offer the individual a face covering if they do not have one; and,
3. If the individual still refuses, the Dean/AVP will contact the Administrator on Campus.

Administrator on Campus (if none Dean/AVP can do the last step)

1. Encourage the student or staff member to comply with the expectation to use a mask or shield;
2. Offer the individual a face covering if they do not have one; and,
3. If the individual still refuses the Administrator on Campus escorts the individual off campus.

4. For Students – Notify Student Affairs.
5. For Staff – Notify Human Resources.

#### Contact Law Enforcement

1. Only if individual refuses to leave and is causing a disturbance and only after all other methods have been attempted.
- NOTE - The same steps would apply for an individual refusing to complete or show verification on the Health Assessment Screening Tool.

## **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 six feet of separation.
2. Employees who 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. 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.
3. Employees who 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 from all others including visitors.
6. Be aware of and avoid crowded spaces including break or lunchrooms, 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. In-person Class sizes should be kept as small as possible, a maximum of 25 students and shall be socially distanced with six feet of space between students in classroom and lab spaces.

## C. Face Mask and Face Covering Protocols

*Operating Instructions are subject to change.*

These operating instructions apply to all employees, students and visitors to campus, including vendors and contractors, who wish to enter a campus.

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 such as private offices or work spaces. Additionally, face masks or face coverings are required in outdoor areas where social distancing is not possible to maintain.

The required face mask or face covering 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, because they allow exhaled droplets to be released into the air.

Children under the age of two are entirely exempt from the face mask or face covering requirement. Children under age five, but at least two years old, are strongly encouraged, but not required to wear face masks or face coverings. The college is required to post clear signage at all regular access points stating that face masks are required throughout the campus.

Face masks or face coverings are required to be worn throughout the campus. Exception: Individuals in private offices or cubicle spaces that are at least six feet apart and have separation do not need to wear a face mask or face covering, but should have one available for use at all times.

Face masks will be provided to employees and students who do not have a face mask or face covering, for use while on campus.

### **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 or employee's request for an accommodation, the ability to accommodate this rule is going to be limited. First, the individual will have to have a medical condition or disability that makes it unreasonable to wear a mask (e.g. a medical condition that impairs the ability to breathe). This should be a small subset of individuals. Second, because this is a critical safety requirement impacting all students

and employees, a reasonable accommodation will not include waiving the requirement and allowing the individual simply to enter the campus and/or attend face-to-face classes without a face mask or face covering. Instead, reasonable accommodations might include measures like allowing an individual to wear a face shield instead of the face mask or switching a student to alternative learning modes if available. If these types of accommodations are not workable, then the institution could reasonably conclude that the student is not otherwise qualified and eligible to attend.

Employees who are unwilling to wear a face mask or face covering in a required area due to their 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](mailto: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](mailto:ds@southcentral.edu). Willfully not adhering to the above requirements will be referred as a potential [Student Code of Conduct](#) violation.

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

Here are some additional considerations to keep in mind:

- Face Masks or 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 face coverings does not protect you from others who may spread the virus. So, whether or not you wear a face mask or face covering, you still need to wash your hands frequently, cover your cough and practice social distancing by keeping at least six feet of space from others.

- People who are sick should still stay home. Wearing a face mask or 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 face covering to the clinic.
- Do not 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 or face covering requirements established in this operating instruction by adopting the following procedures:

- South Central College will direct employees to ensure compliance with the face mask or face covering 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 or face covering requirements.
- Students who fail to comply with the face covering requirements will be directed to leave campus. Willfully not adhering to the above requirements will be referred as a potential Student Code of Conduct violation.
- Staff who refuse to comply will be asked to leave campus. 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.
- Guests who 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 Faribault Campus 507-720-8440. Security Hours will be 8:00 AM to 7:00 PM.
- 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.

Face masks or coverings must be worn at all times by students, employees and guests. If you forget your mask, there are many places around campus to pick one up. We know that accidents happen and you might forget to carry it with you, so don't be surprised if someone reminds you. Also, feel free to remind others to wear their masks. Those continuing to not comply with the requirement to wear a face covering while on campus, will be asked to leave campus.

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

### **Cleaning Schedule and Supplies**

Custodial staff will clean public areas in the mornings and 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 employees and students for their own desk and keyboard cleaning. Outside of each classroom and 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](mailto:fixit@southcentral.edu).
- Faribault Campus – Send an email to Physical Plant Supervisor at [rick.sanders@southcentral.edu](mailto:rick.sanders@southcentral.edu).

Disinfecting in case of diagnosed COVID-19 employee or student:

In the event an employee or student is diagnosed with a lab confirmed case of COVID-19, the affected area will be closed off and cleaned with bleach and disinfectant. If needed due to the 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 on campus 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 restroom.

Employees and visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and 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.

Employees, students and visitors are prohibited from gathering in groups and in confined areas, including elevators, and from using someone else's 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 two hours before and after people are expected on campus. Filters will be changed out to ensure maximum efficiency of the system.

## **E. COVID-19 Framework**

As one of many strategies we are using to protect the safety of all, Minnesota State developed and distributed to campus leadership the COVID-19 Decision Framework. This document provides guidance regarding mitigation strategies for colleges and universities to consider based on specific indicators they are observing. The COVID-19 Framework document can be found in Appendix B.

The indicators, guidelines and recommended strategies in the COVID-19 Framework are based on and consistent with Executive Orders from Governor Walz and guidance and recommendations provided by the Minnesota Department of Health (MDH) including:

- [Guidance for Mitigating COVID-19 at Higher Education Institutions](#)
- [Recommendations for Different Levels of COVID-19 Transmission Among Higher Education Institutions](#)

Colleges, universities, and the system office will be monitoring key indicators of changes in community transmission published by MDH including weekly case reports, county-level case rates, and the 14-day case rates used to inform K-12 decision making.

Minnesota State has also developed a common dashboard for tracking cases of COVID-19 and use of the health screening tool. The goal of using a common dashboard is to provide consistent data for monitoring the impacts of the virus on campuses. Colleges and universities will also share this information with their campus communities as appropriate.

## **F. Training Requirements**

All employees shall read this Preparedness Plan, as well as review the materials using the links below and complete the required ELM training prior to returning to campus and confirm to their supervisor completion:

[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)

**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.

The original plan was communicated on May 22, 2020. This plan was next communicated **via email** to all employees and students **on Wednesday August 12**. Updates to the plan were completed on September 24, 2020 and communicated to the campus.

Leaders and supervisors are to monitor how effective the plan 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 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.

Approved by President Annette Parker

A handwritten signature in black ink, appearing to read "Annette Parker". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Dr. Annette Parker

South Central College President

## **Appendix A – Information related to the 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)

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)



## COVID-19 College, University, and System Office Decisions and Responses Related to Positive Campus COVID-19 Cases and Changes in Community Spread

August 19, 2020

Colleges and universities may need to scale back in-person operations if transmission increases, by reducing or cancelling campus events; suspending in-person classes; or moving to remote-only operations as a result of a significant outbreak on campus or in the surrounding community, or if directed by public health authorities. The mitigation strategies included below are “stackable”: the yellow strategies (Scenario 2) assume that the green strategies (Scenario 1) remain in place, and so on. In addition to ongoing communication with public health officials, changes in two or more of the indicators in each level will initiate conversations between colleges and universities and the system office to determine additional mitigation measures.

The actions below include a set of **assumed practices**, as outlined by the COVID-19 preparedness plans and other guidance:

- Adherence to facial covering requirements as described in executive order 20-84 and in “Minnesota State Colleges and Universities Face Mask Operating Instructions,” July 24, 2020
- Using the symptom screening tool as required by COVID-19 Preparedness Plans under executive order 20-74 and Chancellor’s July 16, 2020, memo (“Re: Updated COVID-19 safety requirements”)
- Communication strategies to establish and enforce new norms around mitigation strategies
- Physical distancing implemented in campus spaces
- Size limits on in-person classes, campus activities, and events, per applicable executive orders and Minnesota Department of Health (MDH) Guidance (“Guidance for Mitigating COVID-19 at Higher Education Institutions,” <https://www.health.state.mn.us/diseases/coronavirus/schools/guideihe.pdf>)
- Additional guidance documents as published by the MDH for Institutes of Higher Education (IHE) (<https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html>)

## Transmission Levels and Decision Points

Scenario	Campus Actions	MDH/Local Public Health (LPH) Actions	Chancellor and Cabinet Actions
<p><b>Green (Scenario 1): Low Transmission</b></p> <p><i>Transmission levels seen as manageable</i></p> <p>Indicators</p> <ul style="list-style-type: none"> <li>• Contacts can be identified at the time of interview</li> <li>• Isolation and quarantine &lt;50% full</li> <li>• K-12 indicators &lt;10 cases per 10,000 over two week period</li> </ul>	<ul style="list-style-type: none"> <li>• Assign a designated point of contact and contact tracing support roles</li> <li>• Follow COVID-19 Preparedness Plan, including the identification of those counties for which the campus will actively track transmission trends</li> <li>• Implement social distancing</li> <li>• Work with MDH/LPH on contact tracing, as needed</li> <li>• Additional actions as recommended by MDH guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate test results</li> <li>• Coordinate contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Informed of campus COVID-19 positive tests and incidence trends</li> <li>• Informed of campus mitigation efforts</li> <li>• Track and monitor risk indicators</li> </ul>
<p><b>Yellow (Scenario 2): Medium Transmission</b></p> <p><i>Transmission levels are beginning to tax campus resources.</i></p> <p>Indicators</p> <ul style="list-style-type: none"> <li>• Infections continue increasing over 14-day period in the county(ies) as identified in local Preparedness Plan</li> <li>• &gt;1% of campus students infected within 14-day period</li> <li>• &gt;5% of campus cases have unknown links to another case over 7-day period</li> </ul>	<p><b>If two or more indicators are met, consult with the chancellor on changes in campus mitigation efforts</b></p> <ul style="list-style-type: none"> <li>• Consider extra communication and precautions for high risk individuals</li> <li>• Consider cancelling events and activities that bring larger groups of students together</li> <li>• Consider roll back measures limiting social and activity gatherings to no more than 10</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate test results</li> <li>• Coordinate contact tracing</li> <li>• Recommend additional mitigation and testing strategies</li> <li>• Provide testing and PPE consultation and support</li> <li>• Recommend and coordinate supplemental isolation and quarantine capacity in community</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with campus president on changes in campus mitigation efforts</li> <li>• Informed of campus COVID-19 positive tests and incidence trends</li> <li>• Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.</li> </ul>

<ul style="list-style-type: none"> <li>• 50-75% of your isolation and quarantine beds are full</li> <li>• Routine testing capacity starting to be a concern</li> <li>• Less than 14 days of PPE remaining</li> <li>• Other internal metrics are of concern (e.g. increase in employees out sick)</li> <li>• K-12 indicators 10-30 cases per 10,000 over a 14-day period</li> </ul>	<p>individuals, indoors and outdoors</p> <ul style="list-style-type: none"> <li>• Ramp up capacity for isolation and quarantine options</li> <li>• Additional actions as recommended by MDH guidance</li> </ul>		
<p><b>Orange (Scenario 3): High Transmission</b>  <i>Transmission levels have further depleted or exhausted institutional resources.</i>  Indicators</p> <ul style="list-style-type: none"> <li>• Infections continue to increase over two week period after Yellow/Scenario 2 mitigation efforts put in place</li> <li>• &gt; 3% of campus students are infected within a 14 day period, considering where spread is occurring</li> <li>• &gt; 75% of isolation and quarantine beds are full</li> <li>• Lack of adherence to mitigation strategies</li> <li>• Other internal metrics of capacity and staffing suggest additional</li> </ul>	<ul style="list-style-type: none"> <li>• <b>If two or more indicators are met, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations</b></li> <li>• Cancel all extracurricular activities</li> <li>• Work with MDH/LPH on contact tracing, as needed</li> <li>• Provide isolation and quarantine options</li> <li>• Consider scaling back in-person student support services</li> <li>• Consider cancelling specific class sections or campus events</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate test results</li> <li>• Coordinate contact tracing</li> <li>• Recommend additional mitigation and testing strategies</li> <li>• Provide testing and PPE consultation and support</li> <li>• Recommend and coordinate supplemental isolation and quarantine capacity in community</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with campus president about suspending in-person activities and shifting to remote-only operations</li> <li>• Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.</li> </ul>

<p>mitigation is needed</p> <ul style="list-style-type: none"> <li>• K-12 indicators &gt; 30 cases per 10,000 over a 14-day period</li> </ul>	<ul style="list-style-type: none"> <li>• Additional actions as recommended by MDH guidance</li> </ul>		
<p><b>Red (Scenario 4): Sustained High Risk</b>  <i>Transmission levels have seriously depleted or exhausted institutional resources.</i></p> <p>Indicators</p> <ul style="list-style-type: none"> <li>• Additional mitigation efforts do not improve indicators over a 2-week period</li> </ul>	<ul style="list-style-type: none"> <li>• <b>If mitigation efforts do not improve, consult with the chancellor about suspending all in-person activities and shifting to remote-only operations</b></li> <li>• Cancel campus events</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend suspending in-person activities and shifting to remote-only operations</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with campus president about suspending in-person activities and shifting to remote-only operations</li> <li>• Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.</li> </ul>

**Communication Procedures and Expectations**

Campuses are expected to actively monitor transmission levels on a weekly basis, and to take appropriate action as outlined above. If two or more of the indicators in the yellow and orange scenarios are met or if the indicator in the red scenario is met, or if MDH or local public health authorities have expressed concern about transmission on a campus, **colleges and universities must contact Chief of Staff Jaime Simonsen to coordinate consultation with the chancellor and other staff to discuss implementing additional mitigation strategies as recommended by MDH.** The system office may also contact colleges and universities if trends in key indicators that may warrant additional mitigation efforts are identified or if contacted by MDH.

Colleges and universities should be regularly engaged with local bargaining units and student associations through existing communication and shared governance structures and/or additional COVID-19 communication structures, particularly if indicators suggest that additional mitigation measures are needed. The system office and the chancellor will regularly consult with and inform Leadership Council, the Board of Trustees, statewide bargaining unit leadership, statewide student association leadership, state officials, and state and federal legislative delegations.

**Appendix C – Approved Employees on Campus Work Schedules (as of 9-16-2020 and subject to ongoing change)**

	Name	M	T	W	TH	F	Periodically Not Scheduled
One Stop Doors to remain closed	Emily Carlson Lisa Apitz (one stop) Dawn DeLaCruz (last day 8/31)		7:30-4:00	X			Th as needed
Student Affairs	Lisa Schickling Kelcey Woods-Nord Laura Attenberger Roxy Mortvedt		8:00-4:00 X 1 day at week - will be different each week 2 days per week 7:30-1:30 - will be different each week		8:00-4:00		X
TRIO mostly virtual, will be open to walk in traffic M - TH	Linda Leech Jana Bouma Abdi Sabri To be hired (PT Admin)		9:00-2:00	8-4:30		9:00-2:00	
Fitness Center	Tyler Dean	NA	NA	NA By Appointment Only	NA	NA	
Finance & Operations	Donna Sampson Stephanie Adams Lisa Rieke Brianda Sandoval Kari Van Thuyne	9:00-5:00	7:00-11:00	8:00-4:30	X		Th as needed TH - check point A
Human Resources	Jen Groebner Stephanie Gates Eileen Darling	X	X	X			8 - 11 Am for s staffing screening points
Bookstore	Nona		X		X		as needed to
Online and Curbside pickup	Katie	X		X			ship orders
Café Closed		NA	NA	NA	NA	NA	
Academic Support Center Rotate days in FB not open to student traffic by appointment for students	Ann Dirksen Kelly Karstad Susan Mucha	8 - 4:30	8 - 4:30	8 - 4:30	8 - 4:30	8 - 4:30	Nothing scheduled to rotate with FB Nothing scheduled to rotate with FB
IT Services	Steve Mills Joseph Urban Bill Vader Mike Hertel Hannah Vogel Workstudies		7:00-3:30 as needed	7:00-3:30 as needed	7:00-3:30as needed		X As needed to manage help desk and open lab
RIE	Beth Danberry						X
Library							

Open by appointment only	Heather Biedermann		7:30-4:00		7:30-4:00	
	Kim DeMarce		7:30-4:00		7:30-4:00	

Welcome Center -Admissions	Kim Walters	X				X
Not open to public traffic	Madalynn Swanson		x	x	x	M & F as needed
Open week of 17th and 24th	Fanah Adam		x		x	T or Th

Agriculture	Shelly Kitzberger		X		X	
	Brad Schloesser		X		X	
TO BE UPDATED BASED ON CLASS CHANGES TO ONLINE	TJ Brown	8:00 - 5:00	8:00 - 5:00	8:00-2:30	8:00 - 5:00	8:00-1:00
	Amy Durand					
	Pete Neigebauer					
based on in person classes	Jim Zwaschka	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00
based on in person classes	Bruce White	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00
	Mark Hockel					
	Jason Schroeder					X
	Brent Roiger					X

CTE Administration	Sommer Haynes					x
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Health Services	Karen Young					X
Class related	Dimitria Harding		Part of Administrator on Campus rotation			
	Angela Christian		X	X		

Student Engagement	Brian Yingst				8:00-4:00	
	Jesse Spencer			8:00-4:00		

A & S Administration	Rick Kurtz		As determined by duty schedule			
	Erin Haroldson		On campus same days as dean			

Economic Development	Lisa Furan			x		
	Scott Rahe		1 day per week depending on need			
	Alyssa Lynch		1 day per week depending on need			
	Amanda Anez		1 day per week depending on need			
	Deborah Monicelli		1 day per week depending on need			
	Jim Hansen		2 days per week depending on need			
	Sherri Daschner	8:00-4:30	8:00-4:30			
	Cindy Scherer			8:00-4:30	8:00-4:30	
	Eric Weller	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30
	Shelly Kitzberger		x		x	
	Kaelene Arvidson-Hicks					x

Admin on Campus	Roxy Traxler		X			
	DeAnna Burt	x				
	Marsha Danielson			x		
	John Harper				x	x
	Annette Parker					as needed
	Susan Jameson					as needed
	Becky Miller	x				

Campus	Monday	Tuesday	Wednesday	Thursday	Friday
NM	Rick	Kellie / Brad	Dimitria	Dimitria / Brad	Judy
FB	Judy	Kim	Rick	Kellie	Kim

	Name	M	T	W	TH	F	Periodically Not Scheduled
One Stop/Advising & Registration Doors to remain closed	Drea Calderon	NA 8-4:30	NA	NA	NA 8-4:30	NA	
TRIO	Neil Winberg	9:00-2:00	9:00-2:00				
Fitness Center By Appointment Only		NA	NA	NA	NA	NA	
Campus Cupboard By Appointment Only		NA	NA	NA	NA	NA	
Bookstore Online and Curbside pickup	Cheryl			X			
Academic Support Center Rotate days in FB	Susan Mucha Kelly Karstad	8 - 4:30 As needed to oversee testing for students with disability accommodations	8 - 4:30 As needed to oversee testing for students with disability accommodations	8 - 4:30	8 - 4:30	8 - 4:30	
RIE	Tracy McAdam Narren Brown	X X					X
IT Services	Joseph Urban Bill Vader			8:00-2:30 as needed	8:00-2:30 as needed		
Library - open by Appointment only	Ala Garlinska Kelly Howell-Rouchka	7:30-4:00 7:30-4:00		7:30-4:00 7:30-4:00			
Welcome Center -Admissions using BEAM	Laura Hardy Edel Fernandez		X	X	X	T or Th	
Agriculture	Brad Schloesser Mark Wehe Jeff Schultz Eric Kinsley	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	Every other Wed X as needed X
Student Services	Arnold James	12:00-5:00		12:00-5:00			
Health Services	Angela Christian Cathleen Smesrud	x	x	x	X x	x	
Student Engagement	Nicole Emerson		8:00-4:00				
Admin on Campus	Roxy Traxler Deanna Burt Narren Brown Annette Parker Susan Jameson John Harper	x	x		x	x x	

Campus	Monday	Tuesday	Wednesday	Thursday	Friday
FB	July	Kim	Rick	Kellie	Kim

## Appendix D – COVID-19 Training Resources

### Online Training for Employees

August 2020

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

### Online Training Modules

*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.



## Appendix E – Executive Orders

Last Modified: Sept 1, 2020

### [Executive Order 20-85](#)

Authorizing and Directing Higher Education Institutions to Provide Safe and Effective Learning Environments to their Students

Last Modified: August 26, 2020

- [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

- [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>.

STAY SAFE MN

# What To Do if You Have COVID-19

If you have tested positive for COVID-19, you must separate yourself from others and watch yourself for symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. This is to protect yourself, your family, and your community.

If you need medical care, follow the instructions on the back page.

## Separate yourself from others



**Stay home.** Do not go to work, school, or any other place outside the home. Stay home until all three of these things are true:

- You feel better. Your cough, shortness of breath, or other symptoms are better.  
**and**
- It has been 10 days since you first felt sick.  
**and**
- You have had no fever for the last 24 hours, without using medicine that lowers fevers.



**Stay away from other people in your home.** As much as possible, stay in a separate room and use a separate bathroom, if available.



**Wear a facemask if you need to be around other people,** and cover your mouth and nose with a tissue when you cough or sneeze. Wash hands thoroughly afterward.



**Avoid sharing personal household items.** Do not share food, dishes, drinking glasses, eating utensils, towels, or bedding with other people in your home. After using these items, wash them thoroughly with soap and water. Clean all frequently touched surfaces in your home daily, including door knobs, light switches, or faucets.



**Wash your hands often** with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your face with unwashed hands.

Please carefully review additional information provided to you by the health department and CDC's webpage on **Cleaning and Disinfection for Households** ([www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html)).



## Monitor your symptoms

**IF YOUR SYMPTOMS GET WORSE, YOU HAVE DIFFICULTY BREATHING, OR YOU NEED MEDICAL CARE:**

Contact your health care provider. Call ahead. Do not use public transportation, ride-sharing (such as Uber or Lyft), or taxis if you need to go to a clinic or hospital.

If you need emergency medical attention any time during the isolation period, call 911 and let them know that you have been diagnosed with COVID-19.



Minnesota Department of Health | [health.mn.gov](https://health.mn.gov) | 651-201-5000  
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

07/22/2020

# What to Do if You Have Had Close Contact With a Person With COVID-19

To protect yourself, your family, and your community, you must separate yourself from others, get tested and watch yourself for symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. Unless you have had a positive laboratory test for COVID-19 in the past 3 months, follow these instructions for at least 14 days after the last day you were in close contact with the person who has COVID-19.

## Separate yourself from others



**Stay home.** If you need medical care, it is important that you follow the instructions below. Do not go to work, school, or any other place outside the home.



**Stay away from people who may be at high-risk** for getting very sick from COVID-19, including older adults, those living in long-term care facilities, and people with health conditions like asthma, diabetes, heart disease, liver disease, severe obesity, and those who have weakened immune systems.



**If you become sick, separate yourself from other people in your home.** As much as possible, stay in a specific room and away from other people in your home. Use a separate bathroom, if available.



**Do not use public transportation,** ride-sharing (such as Uber or Lyft), or taxis.



**Wear a facemask** if you need to be around other people, and cover your mouth and nose with a tissue when you cough or sneeze. Wash hands thoroughly.



**Avoid sharing personal household items.** Do not share food, dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, wash them thoroughly with soap and water.



**Wash your hands often** with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your face with unwashed hands.

## Get tested



**Contact your health care provider** or visit the [Minnesota COVID-19 Response website](https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.jsp) (<https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.jsp>) to find testing times and locations near you. Get tested even if you do not have symptoms. If your test results are positive, follow recommendations for cases of COVID-19. You may need to remain at home for longer than 14 days. Even if your results are negative, you need to stay home for 14 days. If you develop symptoms after testing negative, get tested again.

## Monitor your symptoms



**If you develop symptoms**, separate yourself from others and follow public health recommendations for staying at home when symptomatic.



Minnesota Department of Health | [health.mn.gov](https://health.mn.gov) | 651-201-5000  
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975  
Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

07/23/2020