



Minnesota West Community and Technical College COVID-19 Back-to-Campus Preparedness Plan

Minnesota West Community and Technical College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campuses 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 campuses.

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

The initial policy is if you can continue to effectively tele-commute/work remotely then that is the best course of action.

We are serious about safety and health and keeping our students and employees safe. Your 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;
- Engineering 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.

- 1) Stay at home if you are sick or not feeling well,
- 2) Wash your hands frequently with soap and water for at least 20 seconds.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol,
- 3) Cover your coughs and sneezes,
- 4) Practice social distancing by keeping at least 6 feet of space between people,
- 5) Clean and disinfect touched surfaces,
- 6) Wear face masks where:
 - Social distancing (6 foot separation) cannot be maintained,
 - Activities require interactions within 6 feet for an extended period of time, and
 - It does not interfere with wearer's vision
 - (Minnesota West will have a limited number of disposable masks available. We encourage all faculty and students to wear cloth facemasks if preferred. Cloth facemasks need to receive frequent laundering which is the wearer's responsibility.)
- 7) Disposable face shields are also available for all to use. These face shields are available at the entry to campus. These face shields are disposable and recommended for single day use.
- 8) Know the common symptoms of COVID-19: fever, cough and shortness of breath,
- 9) Monitor their health, speak up and act to protect the well-being of yourself and others,
- 10) Take ethical responsibility for yourself, friends, family and our communities.
- 11) When not on campus, everyone should adhere to Stay-At-Home orders, practice social distancing when out in public, and wear masks if social distancing is not an option.
 - For students, do not cluster beyond study needs outside of class, and if in those groups, keep them small, consisting of their already existing pods of 5-10 classmates.

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. Minnesota West asks all faculty and students to self-quarantine if experiencing any signs of COVID.

Minnesota West Community and Technical 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.

The policy of **Minnesota West Community and Technical College** is to 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.

Handwashing

Basic infection prevention measures are being implemented at our campuses 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, but 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 have hand-sanitizer dispensers in close proximity and hand sanitizer is available through office services for anyone wishing to have it.

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.

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 encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19.

Here are a few important things to keep in mind:

- 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 mask or cloth face coverings **does not** protect you from others who may spread the virus. So, whether or not you wear a 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 mask or cloth face coverings 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 coverings 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 mask or cloth face coverings 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 coverings without assistance.

Social distancing

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.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. 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.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are recommended for spaces where social distancing can not be maintained.

9. Disposable facemasks are available in limited quantities at front entrance locations. Students and faculty are encouraged to use cloth masks whenever possible. Cloth facemasks are available from a variety of sources, and patterns are readily available online for those wishing to create their own.
10. When participating in activities in classrooms or labs, each person is responsible to assure social distance whenever possible. In limited activities where activities require being closer than six feet, facemasks must be in place. Because these situations may occur somewhat spontaneously in lab activities, all are encouraged to wear facemasks at all times.
11. Building entry/exit will be limited to the primary entry door. All students and employees will sign in with QR code upon entry each day. All students and employees will complete self-disclosure checklist daily upon entry. No persons should congregate at entrances and always must observe social distancing requirements.
12. Any concerns regarding safety should be shared with your instructors and/or with your division dean.

Staff and visitors are prohibited from gathering in groups and 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.

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, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

The primary product being used by MN West Community & Technical College Facilities Department is Hillyard brand QT TB, a Quaternary disinfectant proven to be one of the best and shortest contact time on the market against the corona virus.

Cleaning and disinfecting procedures will be performed on all campuses throughout the day with emphasis on high touch areas mentioned earlier in this document. At any point throughout a given day facilities staff will be available, upon immediate request, to perform additional disinfecting and sanitation services if required.

Facilities Department products (Hillyard QT TB) mentioned earlier, will be made available to all staff and faculty upon request so that every attempt is made to sanitize at all times by anyone needing the proper product. Additionally, all forms of hand sanitizer will be made available both in dispenser form and in more portable pump bottle form.

In the event that a member of the staff or faculty has been diagnosed with Covid-19 every attempt will be made to identify all areas of a campus that may have been accessed and possibly contaminated. Those areas will be immediately cordoned off and the facilities team will, with the appropriate PPE, thoroughly clean and disinfect those areas with the appropriate products.

Communications and training

This plan was communicated through Zoom meetings to all employees and students beginning on May 13, 2020 and necessary training was provided prior to return to classes. Additional communication and training will be ongoing through additional Zoom sessions as needed and provided to all employees and students who did not receive the initial training and as additional groups are scheduled to return to college instruction and activities. Leaders and supervisors are to monitor how effective the program has been implemented by frequent review of class sessions and activities. 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 **Minnesota West Community and Technical College** leadership and was shared and posted throughout the campus community **May 15, 2020**. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "Kelly Blumhagen". The signature is written in a cursive style with a large, stylized initial "K".

Minnesota West Community and Technical College President

Appendix A – Guidance for developing a COVID-19 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

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

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