



April 21, 2021

Minnesota West Community & Technical College

COVID-19 Commencement Preparedness Plan

Minnesota West Community and Technical College is committed to providing a safe and healthy environment for all our employees, students, guests and visitors. To ensure this Minnesota West has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 throughout our employees, students and communities; this will require full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of all persons on our campuses.

The COVID-19 Preparedness Plan is certified by the College President, who maintains the overall authority and responsibility for the plan. However, we are all equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Minnesota West Community and Technical College leaders and supervisors have our full support in enforcing the provisions of this policy.

We are serious about safety and health and keeping our employees and students safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. We encourage both employees and students, through the student senate, to submit change and/or make additional recommendations to the Safety Administrator.

Minnesota West Community and Technical College's COVID-19 Preparedness Plan follows the guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), Office of Higher Education (OHE), Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards and Minnesota's current executive orders.

Ensure sick employees, students, and guests stay home and prompt identification and isolation of sick persons

Employees and students have been instructed to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering Minnesota West campuses and to report when they are sick or experiencing symptoms. **All employees, students and guests will sign in with the [COVID Screening Tool](#) prior to entry.**

You must report any of the following conditions while completing the COVID Screening process:

- A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating).
- A new cough that you cannot attribute to another health condition.
- A new shortness of breath that you cannot attribute to another health condition.
- A new sore throat that you cannot attribute to another health condition.
- New loss of taste or smell.
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise).
- A new headache that you cannot attribute to another health condition.
- Vomiting or diarrhea that you cannot attribute to another health condition.
- Are you under evaluation for COVID-19 (e.g., waiting for the results to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?

Upon completion of the COVID Screening process a **GREEN** screen means you are **approved to enter campus**.

If you receive a **RED** screen, **whether you are vaccinated or not**, you are **not allowed to enter campus**.

Minnesota West may ask employees, students and visitors if they are experiencing symptoms. All information about illnesses will be maintained as a confidential medical record in compliance with state and federal law.

Symptoms consistent with COVID-19 fall into two groups:

- **More common symptoms** are **one or more** of these:
 - fever of 100.4°F or higher
 - new onset and/or worsening cough
 - difficulty breathing
 - new loss of taste or smell
- **Less common symptoms** are **two or more** of these:
 - sore throat
 - nausea
 - vomiting
 - diarrhea
 - chills
 - muscle pain
 - excessive fatigue
 - new onset of severe headache
 - new onset of nasal congestion or runny nose

If you have **one more common** or **at least two less common** symptoms you are not allowed on campus.

Requirements, Recommendations, and Exceptions

1. Health screening and “stay at home”

Requirements

- Establish and implement health screening for **all persons entering the venue**, including visitors, and establish and implement procedures for addressing those who may be potentially infectious
 - ******Expressly advise them not to come to the venue if they are potentially infectious******.
 - Post health screening questions at entrances and access-points to the venue.
 - If medical screening is performed, conduct medical screening as close to a patron’s point of entry onto the property as possible, and conduct medical screening immediately prior to entering the venue, as to minimize symptomatic persons comingling with non-symptomatic persons within the venue.

Recommendations

- Have patrons review and respond to the health-screening-survey questions upon arrival and check-in, and verify that they are not potentially infectious.
- Establish a process for providing refunds for patrons who are not able to attend due to the patrons -being potentially infectious.

2. Managing occupancy

A Venue Occupancy Calculator and a COVID-19 Venue Capacity Guide are tools available to determine occupant capacity on the Stay Safe Guidance for Entertainment and Meeting Venues webpage ([COVID-19 Preparedness Plan Guidance: Requirements for Indoor Seated Venues \(mn.gov\)](#)).

Requirements

Determining Occupant Capacity: Unless otherwise expressly permitted under these requirements, indoor venues must reduce the occupant capacity for the entire venue to that which is necessary to meet the social distancing requirements in this guidance at all times.

- To calculate the permitted maximum occupant capacity for the venue, venues must begin with the normal occupant capacity of the venue whenever required or established by applicable state or local authorities in accordance with established codes and requirements. A business may not use other metrics (e.g. ticket-sales, previous year’s attendance) as a basis for determining capacity unless expressly provided within this document. If a business is unsure of its occupant capacity, the business must consult with the applicable state or local authorities with jurisdiction.
- **Workers and Performers:** Subject to the requirements in this paragraph, **workers do not need to be counted toward venue occupancy**. In addition, performers do not need to be counted as occupants if the venue

implements the separation measures in the “Live Entertainment” section below. However, if the spaces accessible only by performers or workers only (e.g., kitchens, offices, locker rooms, fields, stages, etc.) are also part of the space used to calculate rated occupant capacity, the venue must either reduce the rated occupant capacity to exclude worker- or performer-only space before calculating maximum occupancy under this section, or must include performers and workers as “occupants” of the venue.

- **Parents/Guardians of Minors:** If a patron is a minor that requires supervision, the minor and the parent or guardian are each counted as individual occupants.

Indoor Non-Seated Venues: Occupancy for indoor non-seated venues cannot exceed the maximum number of persons as determined by the following:

- **Less than 500 persons:** If the rated occupant capacity of an entire indoor non-seated venue is 500 persons or less, then the occupancy for the entire venue cannot exceed 50% of the rated occupant capacity or 250 people at any time, whichever is less.

Indoor Seated Venues: The below requirements establish maximum occupancy in a “seated venue” only, and such venues must effectively implement the requirements set forth in the “Seating and Assignment” section below. Occupancy for indoor seated venues cannot exceed the maximum number of persons as determined by the following:

- **Seated Venue:** For the purposes of these requirements, a “seated venue” is a venue within which every patron in attendance maintains an **individually allocated, reserved, or assigned seat** or similar accommodation, which is located at a designated location and fixed space within the venue. Patrons at seated venues must remain seated throughout their attendance at the venue, except when entering and exiting, using the restroom, or purchasing merchandise or concessions.
- **Less than 500 persons:** If the rated occupant capacity of an entire indoor seated venue is 500 persons or less, then the occupancy for an indoor seated venue **cannot exceed 50% of the rated occupant capacity** or 250 people at any time, whichever is less.

Indoor Venues with No Occupant Capacity: If an indoor venue does not maintain an occupant capacity that is required or established by applicable state or local authorities (e.g., warehouse, indoor field), the venue must use the following calculation to determine the maximum occupancy allowed for the venue:

- **Step 1:** Determine the total area (in square-feet) of space within the venue that is accessible to, and may be occupied by, patrons while at the venue/event.
- **Step 2:** Ensure all areas that are not accessible to patrons, including “worker only” and “performer only” areas (e.g., restricted areas, playing fields, stages, exhibits, animal habitats, kitchens, janitorial areas) are not included in the total area occupied by patrons.
- **Step 3:** Divide the area by 113 (i.e., 113 square-feet per person; See US Fire Administration’s Understanding the Impact of Social Distancing on Occupancy www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html .

- Step 4: Referring to the requirements provided in Executive Orders or this document for occupant capacity, complete the following:
 - If the number is less than the maximum number permitted for indoor venues that is applicable to the venue (i.e. 1,500 patrons for non-seated, 3,000 for seated), then the resulting calculation is the maximum number of patrons allowed for the entire venue at any given time.
 - If the number is greater than the maximum number permitted for indoor venues (i.e. 1,500 patrons for non-seated, 3,000 for seated), the number of patrons may not exceed the maximum number permitted applicable to the venue (i.e. 1,500 or 3,000) at any given time.

3. Access, arrival, and checkpoints

Requirements

-Managing Access: Businesses must monitor and manage access and occupancy of the venue to ensure the maximum occupant capacity is not exceeded.

- Control access into the venue to limit the number of patrons allowed within the venue at one time, and do not exceed the required percentage of occupant capacity or maximum number of patrons allowed at any given time where required.
- Venues must ensure perimeters and/or boundaries are established by means that will allow for access into the venue to be effectively controlled. Venues must ensure the system used prevents uncontrolled access to the venue. Thus, although stanchions or a rope-line may be used, a venue will need to establish a system of higher integrity if the rope-line is insufficient for preventing unauthorized persons from entering the venue.
- Indoors: Venues may rely on the confines of the building or structure for activities occurring indoors so long as access into the venue is controlled at entry points.
- Limit access into the venue to only patrons with tickets or reservations, workers, and performers. If a venue allows “walk-up” sales or admittance, the venue must ensure that the social distancing, face covering, and other relevant requirements are followed in any lines or waiting areas, and that “walk-up” patrons do not enter a venue that is at maximum occupancy.
- Performers must use entrances/exits that are separate from those used by patrons.

-Managing Arrival: Businesses must manage arrival of patrons to the venue to ensure social distancing of at least 6 feet is maintained between groups of patrons (as defined in the social distancing requirements in section 5, below) at all times.

- Establish staggered admission-times to minimize overlap and congregating of patrons at chokepoints (e.g., access points, security checkpoints, admission areas, concession areas). Consider prescheduling individually assigned arrival times (e.g., seating furthest from entrances permitted to enter earlier).

- For venues hosting multiple events, stagger event times to minimize patrons from different events arriving and congregating with one another.
- Ensure adequate distance is established between checkpoints (e.g., ticketing, security, medical screening) to guarantee proper social distancing between patrons, and minimize congestion of patrons waiting to enter the venue.
- Assign a number of ushers, monitors, and/or security personnel necessary to facilitate orderly screening and entry into the venue, and to effectively monitor and maintain social distancing throughout the process.

Recommendations

- Schedule arrival times for longer than their typical duration to minimize the congregation of patrons waiting.
- Establish “drop off” areas to allow for patrons within groups of up to 2 to be dropped off at their designated entrance to the venue to minimize the number of persons walking through parking ramps, parking areas, sidewalks, and walk-ways.
- Enhance security protocols for entry to allow for more efficient security-checks of patrons, minimize face-to-face interaction between security personnel and patrons, and minimize wait-times (e.g. metal-detectors, scanners, transparent baggies for personal items, limit pat-down checks).

4. Seating and assignment for indoor venues

Requirements

-Indoor seated venues must ensure that every patron maintains an individually allocated, reserved, or assigned seat or similar accommodation, which is located at a designated location and fixed space within the venue.

- **Patrons must remain seated in their designated seat** throughout their attendance at the venue (unless entering or exiting, or briefly leaving their assigned seat to access restroom facilities, obtain concessions, or purchase merchandise).
- Ensure social distancing of at least 6-feet is maintained between all patrons from different groups (defined in the social distancing requirements in section 5, below). **Only persons from the same group may be seated directly next to one-another where social distancing of at least 6-feet is not maintained.**
- **Assigned seats must be delineated by marking, labeling, or taping seating or** tabletop areas, or identifying seat assignments.
- Delineate seating areas used by groups to maintain physical distancing of at least 6-feet at all times between members of different groups.

- Provide staggered seating to ensure proper social distancing and ensure patrons and/or groups are not seated directly next to, in front of or behind other patrons and/or groups.
- Keep aisle-seats and space around aisles and pathways open to ensure proper social-distancing from people walking up and down aisles.
- **Assign ushers, monitors, and/or security personnel** necessary to facilitate orderly entry, navigation, seating, unseating, and exit throughout the venue, and to effectively monitor and maintain social distancing throughout the venue.

5. Maintain social distance between people

Requirements

-Patrons may attend an event with a group and are not required to maintain social distancing from other group members, provided that the group does not exceed 2 people.

- Social distancing of at least **6-feet must be maintained between all groups** while in attendance at venues.
- Members of each group of patrons must not co-mingle with other groups of patrons if social distancing cannot be maintained between members of different groups.
- Eliminate congestion areas, bottlenecks and choke points, and provide queuing (e.g. signage, markings, barriers, paint, tape, flags) to maintain social distancing.
- Patrons must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket- counters, concession-counters, etc.
- Ensure attractions (e.g., displays, iconic memorabilia) are arranged to provide for social distancing of at least 6-feet according to this section. Prohibit the congregation of persons around individual attractions.

-Implement and maintain social distancing in specific spaces or while performing certain activities

- **Presentation ceremonies of items such as certificates**, trophies, awards, ribbons, badges, **pins**, and decorations **must ensure social distancing to the extent possible**. However, notwithstanding the social distancing requirements in this guidance, **presenters may move closer than six feet to present these items to a recipient. This closer contact must be limited to the briefest period of time possible. All people involved in the ceremony must wear face coverings.**

Recommendations

- It is important to note that close contact with members of other households greatly increases the risk of transmission. Even though groups of up to 2 are permitted by this guidance, patrons should still be strongly encouraged to maintain social distance from members of other households.
- Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
- When groups of patrons are leaving, unseat patrons in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.
- Provide additional unisex stalls, privies, or toilet units to minimize traffic and congestion.
- Provide additional handwashing facilities and hand sanitizer facilities to minimize congestion.

6. Hand hygiene practices

Recommendations

- Provide additional hand-washing stations and sanitizer throughout the venue for customers/patrons to encourage hand washing and minimize crowding, congestion, and lines.

7. Use of face covering

Requirements

-Require workers and patrons to wear face coverings at all times when in a venue, whether indoors or outdoors, subject to the exemptions and allowances for temporary removal of face coverings in Executive Order 20-81 (as amended by [Executive Order 21-11](#)).

- More information about face covering requirements and exemptions is available on the MDH website at Face Covering Requirements and Recommendations and Frequently Asked Questions About the Requirement to Wear Face Coverings. These resources also include requirements and recommendations on how to properly wear face coverings (i.e., choose a covering that is made of at least two layers of fabric with a snug fit that covers the mouth and nose).
- Businesses must take reasonable steps to ensure that workers, customers, clients, and visitors wear face coverings in accordance with Executive Order 20-81. They must also conspicuously post face covering policies for workers, customers, clients and visitors. Cloth face coverings are NOT a substitute for maintaining a social distance of 6-feet from other people.

-All persons must wear face coverings while in attendance at a venue, including both indoors and outdoors. This includes activities such as **entering the facility, checking in, being in lobbies, hallways, and other common areas, moving throughout the venue**, putting away equipment, changing clothes, and **using restrooms**.

-Establish procedures to ensure patrons are wearing face coverings and actions that will be taken if patrons refuse offered reasonable accommodations.

Recommendations

▪ Even in situations where face coverings are not required (e.g., in venue parking lots), face coverings are strongly recommended for patrons, particularly in situations where it is difficult or impossible to maintain social distancing from others.

Exceptions

The speaker, once on the stage or behind the podium, may temporarily remove their mask while speaking. An **optional face shield and wipes to clean the microphone** or a disposable microphone cover will be provided to each speaker.

- “When testifying, speaking, or performing in an indoor business or public indoor space, in situations or setting such as theaters, news conferences, legal proceedings, governmental meetings, presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.”

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

8. Cleaning and disinfecting

Requirements

-Ensure instrumentation, products, samples, and props are sanitized prior to use and in between handling by workers and patrons.

-Ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected during timed intervals and between venues and events.

9. Food service, concessions, and merchandizing

Requirements

-Ensure multiple ticket-counters, merchandise-counters, concession-counters, and drink-dispensers are separated to allow patrons to maintain a social distance of at least 6 feet in accordance with this guidance.

-Ensure social queuing is established to provide and promote social distancing between multiple workers and patrons waiting in lines to make purchases or pick up orders Lane-lines, order, check-out, and adjacent areas must be demarcated (e.g. floor markers, stanchions) to provide for social distancing of at least 6-feet.

Recommendations

- Use app-based ordering to minimize patrons having to wait in line, linger and congregate in concession and merchandise areas.
- Consider delivering concessions directly to designated seating areas, as opposed to providing concessions at concession stands, provided that workers can be protected.

10. Live entertainment

Requirements

Live entertainment is only permitted by performers who are designated by the venue. Examples include, but are not limited to, live music, concerts, stage performances, athletic events, contests, and combative sports

- Karaoke singing and open **microphone events** involving performances by patrons and visitors are strongly discouraged. However, where karaoke is performed, patrons performing must maintain a distance of **at least 12-feet from all other people**, and must wear a face-covering while performing.
- Venues operating under this guidance may not permit patrons to dance unless physical distancing of at least 6-feet is maintained at all times between all persons of different groups, and face-coverings are worn at all times.
- When hosting “live” events and performances, **separation of at least 12-feet must be maintained at** between the “performers” and “patrons”
 - When hosting “live” events and performances, the venue must ensure that a designated performance area is established (e.g., stage, court, field, ringside, aisle), and that the performance area is separate and distinct from those areas accessible to patrons.
 - A physical distance of at least 12-feet horizontally must be maintained at all times between the performers and performance area, and those areas accessible to the patrons (e.g., seating area, concession areas, and audience). Install barriers or partitions to maintain the 12-foot separation between the performance area and patron areas.
 - Performers must remain within the designated performance area within the venue. Performers are not permitted to leave the designated performance area and enter into areas accessible by patrons, or intermingle, co-mingle, or congregate within 12-feet of patrons.
 - Performance-related demonstrations, exercises, and activities that involve interaction between performers and patrons that conflict with these social-distancing practices are not permitted.

11. Incident Management

Requirements

- **Use ushers, monitors, and/or security personnel to monitor for and ensure adherence to requirements, including occupant capacity, social distancing and the use of face-coverings.**
- Establish a protocol for reporting and addressing patrons who refuse to follow required protocols and protections (e.g., social distancing, face-coverings).
- Ensure incident-response procedures adhere to physical distancing and other protective measures (e.g., face-coverings, face-shields, other necessary personal protective equipment) when necessary.
- Ensure incident-response procedures are established and communicated to workers for following up and addressing COVID-19 related incidents (e.g., non-compliance, symptomatic persons).
- Train workers to report and respond to social-distancing challenges while carrying out their work-activities, and how to respond to difficult situations, unsafe conditions, and emergencies.
- First-Aid/Medical Areas: Establish a designated medical isolation area for workers and/or patrons who become sick or symptomatic consistent with COVID-19 while at the venue. Medical isolation areas for workers and/or patrons who become symptomatic during the venue must be separate from general First-Aid/Medical Areas. Access into medical isolation areas must be restricted.

Recommendations

- Establish a “Tip Line” (320-564-5007) or provide an “app” that would allow workers and patrons to report concerns to management in a timely manner. covid@mnwest.edu

12. Photography

Photography: Photography involving **persons living in the same household may be taken without maintaining a social distance of at least 6-feet**. Photography involving persons living in different households must meet the following requirements:

Photography involving people from different households must be planned, directed, and controlled by businesses, organizers, and photographers to ensure social distancing is maintained. This includes clear instructions for controlling movement, positioning, and interaction between people involved prior to, during, and after photos. Photographers must advise clients in advance of the photography session of the required practices, and directions.

Photography staff must ensure social distancing of at least 6-feet is maintained between themselves and people being photographed. Photographers should consider using longer lenses to increase social distance, and use verbal instructions to assist people with positioning and posing.

People in **group photos that involve different households must wear face-coverings prior to and immediately after photos** where social distancing of at least 6 feet cannot be maintained. People must **wear face-coverings until the photographer instructs them to remove their face-coverings immediately prior to taking the photographs**. People must **replace the face-covering immediately after the photographs have been taken and quickly establish 6 feet of social distancing** from other households.

Consider taking photographs outdoors whenever possible. Consider taking individual photos using editing software to combine them into group photos in lieu of gathering people together.

Consequences for Failure or Refusal to Comply

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.

Students who are unwilling 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.

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.

Visitors/guests who are unwilling 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.

Building and ventilation protocol

Operation of campus facilities includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, heating, ventilation and air-conditioning (HVAC) systems. All campus HVAC systems are set to continuously maximize fresh-air into the workplace and eliminate air recirculation. They maintain relative humidity levels of RH 40-60% and are kept running as long as possible to enhance the ability to filter contaminants out of the air. Flush cycles have been added to the controls of the HVAC system to run for 2-hours before and after occupancy. The HVAC systems will be checked and rebalanced as needed to provide negative air-pressure whenever possible and supplemental ventilation-system with the use of portable HEPA filter units will be use if needed. Diverters are installed to minimize air-flow from blowing across workstations wherever possible. These protocols are in accordance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers and are implemented to ensure proper ventilation is provided, and ventilation-systems are properly

maintained. See ASHRAE's COVID-19 Preparedness Resources (<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-reopening-schools.pdf>).

Cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including restrooms, break rooms, lunch rooms, meeting rooms and drop-off and pick-up locations. Frequent cleanings and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, 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.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Certified by:



Minnesota West Community & Technical College President

04/21/2021