Minnesota West Community & Technical College

COVID-19 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 and students 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 perform a self-screening prior to entry each day.

While the vaccine has proven to be very effective it is not 100%. There have been cases of vaccinated individuals contracting COVID-19, these are called Breakthrough Cases. Whether you are fully vaccinated or not you must report any of the following conditions while completing the self-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?

If you have any of the above symptoms or combination of symptoms as outlined below you are not allowed to enter campus and should contact your Supervisor or Instructor. Contact your healthcare provider to schedule a test.

https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf

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 experiencing only one symptom from the list of less common symptoms:

1. Evaluate that symptom and determine if the person is well enough to stay on campus.
2. If no, they should stay home or be sent home and consider an evaluation from a health care provider or COVID-19 testing.
3. If evaluated and/or tested they can return to campus 24 hours after the symptom has improved.

If experiencing one more common symptom or at least two less common symptoms:

1. Person stays home or is sent home.
2. Person with symptoms should be seen by a health care provider for a COVID-19 test.
3. If the person does not seek a medical evaluation, they must stay at home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications.
4. If the person receives an alternate diagnosis to explain the symptoms, they can then return to campus 24 hours after symptoms have improved or as directed by a health care provider.
5. If the person tests negative for COVID-19, they can return to campus 24 hours after symptoms have improved.
6. If the person tests positive for COVID-19, they must stay at home in isolation for at least 10 days from the time the symptoms started until symptoms have improved and no fever for 24 hours without fever reducing medications.

Some work settings, like health care, have different rules about quarantine.

People who have been fully vaccinated (at least 14 days after vaccination series completion) and are not experiencing any symptoms do not need to quarantine if they were exposed to someone with COVID-19. Additionally, people who have tested positive for COVID-19 in the past 90 days, have fully recovered, and are not experiencing any symptoms do not need to quarantine if they were exposed to someone with COVID-19.

**Cloth face covering**
CDC guidance for vaccinated and unvaccinated individuals requires face coverings while indoors in public areas on campuses located where the county-level indicators from the CDC indicate “Substantial” or “High” levels of transmission.

Once cases begin to decline, a mask requirement may be lifted if your county is in the "Low" or "Moderate" transmission level for 14 consecutive days.

Consistent with Executive Order 21-11, colleges, universities, and the system office strongly recommends that all employees, students and visitors who have not been fully vaccinated wear face masks or face coverings while on campus anywhere social distance cannot be maintained.

### Social distancing – whenever possible maintain three to six feet apart

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

1. Maintain social distancing by keeping at least 3 feet (6 where possible) of space between people.
2. Wearing a cloth face covering by those not vaccinated is strongly encouraged.
3. Classrooms and common areas have been arranged to facilitate 3 to 6 feet separation.
4. Clear barriers have been placed at work stations and in offices as needed.
5. Signs and floor markings have been placed throughout the campuses to aid in maintaining the 6 feet separation.
6. Employees are encouraged to give “friendly verbal reminders” when necessary.
7. Class schedules will be modified to reduce traffic in common spaces

### Personal hygiene

Basic infection prevention measures are being implemented at our campuses at all times. Employees, students and visitors are 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 restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the facilities so they can be used for hand hygiene in place of soap and water.

Employees, students and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available throughout the facilities.
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.

**Communications and training practices and protocol**

This COVID-19 Preparedness Plan will be communicated electronically via email and the college website, and verbally by the supervisors and instructors. Training will be provided to employees through ELM and to students by their instructor. Additional communication and training for changes, updates and new employees will be provided by the Safety Administrator.

Leaders, supervisors and faculty are expected to monitor how effective the program has been implemented and are expected to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been reviewed by the **Minnesota West Community and Technical College leadership** and the plan will be posted on the college website, throughout the workplace and made readily available as needed. It will be updated as necessary by the Safety Administrator.

Certified by:

[Signature]

**Minnesota West Community & Technical College President**

6/03/2021
Health Screening

If you have any of these symptoms, go home, stay away from other people, and get tested.

- FEVER OR FEELING FEVERISH
- CHILLS
- COUGH
- SHORTNESS OF BREATH
- SORE THROAT
- MUSCLE ACHES
- LOSS OF SMELL OR TASTE

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04/14/2021
Guidance for Mitigating COVID-19 at Higher Education Institutions (state.mn.us)

Recommendations for Different Levels of COVID-19 Transmission Among Higher Education Institutions (state.mn.us)

Recommendations for Responding to COVID-19 Cases and Outbreaks, Isolation and Quarantine in Higher Education (state.mn.us)

Recommendations for Responding to COVID-19 Cases and Outbreaks, Isolation and Quarantine in Higher Education (state.mn.us)

Recommended COVID-19 Decision Tree for People in Schools, Youth Programs, and Child Care Programs (state.mn.us)

Considerations for Institutions of Higher Education (IHEs) (cdc.gov)