COVID-19 Back-to-Campus Preparedness Plan
December 28, 2020
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GUIDING PRINCIPLES

St. Cloud Technical and Community College (SCTCC) 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 COVID-19 Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Orders 20-74, 20-81 and 20-99, campus walk-throughs, Town Hall and other stakeholder feedback. This plan was developed using the following Guiding Principles:

- Live our values (safety/health, equity)
- Prioritize online/remote work, instruction, and service delivery with limited on-campus activity
- Engage stakeholders in the planning process
- Empower managers and supervisors to make decisions
- Provide a high-quality student experience
- Communicate, communicate, communicate

All employees and students are responsible for implementing this plan. All employees have the Cabinet's full support enforcing the plan's provisions. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campus. Your involvement has been essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. This 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 physical distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to supervisors and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

CAMPUS BUILDING ACCESS AND HEALTH SCREENING TOOL

Entry to buildings is limited. Please use the designated building access doors to enter and exit the campus facilities safely. We will post signage on doors to indicate which doors are open and which will remain locked. Prior to entering any campus facility, all individuals are required to complete the screening assessment. The link to access the screening assessment is found on the SCTCC webpage, which includes a video tutorial and an FAQ.

See screening tool questions in Appendix A. For campus maps, please see Appendix B.
**CAMPUS HOURS**

Beginning January 11, 2021, the Northway Building hours will be **6:45 am – 5:00 pm**, Monday through Friday. All other buildings will open at 8:00 am and will close at 4:30 pm. Hours are subject to change. Employees already in the building may stay after closing as needed. Students who remain after hours must be accompanied by faculty or staff.

**CHILDREN ON CAMPUS**

Children are not permitted in classrooms except as granted by the faculty member responsible for a class. Children shall not be present at an employee’s workplace in lieu of other childcare arrangements except as granted on an emergency basis by an appropriate supervisor. Any children over the age of two must wear a cloth (or other) face mask while on campus, following CDC guidance. Guidance for children can be found [HERE](#).

**CONTACT TRACING / COMMUNICATION PROTOCOL**

The Minnesota Department of Health (MDH) is finalizing contact tracing protocols with higher education institutions. Currently, MDH handles all case and contact tracing and notifies SCTCC Administration for situational awareness. SCTCC will work in collaboration with MDH on contact investigations, identification of potential clusters and notification protocols. The following are steps for notification of potential COVID-19 confirmed cases (See Appendix C):

- Students who become aware of a possible COVID-19 infection or test positive for COVID-19 should notify their faculty. The faculty should notify their Dean and Safety Department at [https://webapps.sctcc.edu/covid_tracking/](https://webapps.sctcc.edu/covid_tracking/). The Safety Office and the Dean will work with the student and affected faculty to determine a plan for quarantine, sanitation, and safe return.
- Employees who become aware of possible COVID-19 infection or test positive for COVID-19 should contact their supervisor immediately who should then fill out the COVID-19 tracking form at [https://webapps.sctcc.edu/covid_tracking/](https://webapps.sctcc.edu/covid_tracking/). The Safety Officer and HR will work with the employee to determine a plan for quarantine, sanitation, and safe return.
- Employees should use the [COVID@sctcc.edu](mailto:COVID@sctcc.edu) email address to submit concerns and questions related to the COVID-19 Pandemic. This email address is specifically for SCTCC employees and students to use and is accessed by IT, Safety & Security, Human Resources, and the Vice President for Administration.
- MDH provides contact tracing services for lab-tested COVID-19 positive cases, however, in cases where a campus is notified before MDH receives test results, the Safety Office and HR will immediately make preliminary notifications to students, staff, or faculty who may have been exposed. The Safety Office will notify MDH through their reporting portal of any self-reported positive tests.
- In cases of exposure, actions will be taken to disinfect affected areas per CDC guidelines
- Through contact tracing, anyone who was exposed to the reported COVID-19 case will be contacted directly by MDH after the case is confirmed. Campus-wide notifications will not be sent. Rather, those who have been identified through contact tracing will be notified
- Upon receiving notification of a potential campus COVID-19 exposure, the Safety and Security Director will promptly notify appropriate administration and union representatives

All FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations will be followed should a case be identified on campus. Confirmed cases will be communicated according to
the establish protocols outlined by the Minnesota State system, but specifics that would identify the individual(s) will not be shared.
Minnesota State Colleges and Universities in cooperation with MDH has adopted a decision framework to inform response to COVID-19 cases on campus and changes in community spread. Mitigation strategies are triggered by criteria the consider rates of contact and isolation, spread in the K-12 system, levels of available PPE, campus spread, and other factors. Please see Appendix D for the complete framework.

**EMPLOYEE LEAVE POLICIES**

SCTCC will follow the MMB leave policies. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be followed as outlined by MMB and Minnesota State. In addition, SCTCC will follow the worker protection rules outlined by the Minnesota Department of Labor.

See Appendix E – Employee Rights, for information on paid sick leave and expanded Family and Medical Leave under the Families First Coronavirus Response Act.

**EXTERNAL AGENCIES HOUSED ON CAMPUS**

Organizations that lease space on the SCTCC Campus will be allowed to reopen once their preparedness plans have been documented. Their plans are not approved by SCTCC but must be filed with the SCTCC Vice President of Administration and be communicated to their employees and customers. The Department of Labor and Industry’s website https://www.dli.mn.gov/updates includes a checklist and template for the external agencies to use.

**FACE COVERINGS (MASKS)**

SCTCC complies with the Minnesota Governor’s Executive Order 20-81 that requires individuals wear a face covering in indoor areas and wear face coverings outdoors when it is not possible to maintain physical distancing. As such, any person in a public or common space within the buildings of the SCTCC campus must wear a cloth or disposable face covering, even when they are not within six feet of others. Homemade cloth face coverings as outlined in CDC guidance are acceptable. Face shields are on an exception basis and must have documented approval prior to use. The face shield must cover the forehead, extend below the chin, and wrap around the sides of the face. Individuals should wear their own face coverings, but if they do not have one, disposable masks will be provided for employees. This requirement will remain in effect until further notice. Academic programs may have additional requirements that supersede this standard.

For more information about acceptable face coverings, proper wear, and washing please visit https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks

Other information regarding face coverings is as follows:

Consistent with the Governor’s Executive Order (EO) 20-81, all SCTCC students, employees and visitors will be required to wear face masks or face coverings. MinnState has established and aligned Face Mask Covering Protocols with EO 20-81. Exceptions to the required use of face masks include:

- Faculty when teaching where it is important for face to be seen such as in a language class or when a student in the classroom relies on lip reading. A face shield allows visibility of facial expressions and lip movements for speech perception.
- Students in classroom activities where it is important for face to be seen such as in a language class. A face shield allows visibility of facial expressions and lip movements for speech perception.
- Where a face covering may pose a hazard
- Staff or faculty providing direct support to student and face covering impedes the service
- Health condition or disability
- Working outdoors where physical distancing can be maintained
- When eating in the commons, the coffee shop, or in areas designated for eating.

**Obtaining an Exception:**

- CDC recommends face masks as the most effective method of preventing the transmission of COVID
- For more detailed guidance regarding specific areas, please review [Minnesota State Face Covering Guide](#).
- Employees/Students: When requesting exceptions for reasons unrelated to health or other accommodation requests, work directly with your Dean or Supervisor.
- Employees: Medical accommodation requests should be directed to the HR office
- Students: Medical accommodation requests should be directed to the Accessibility Services office at acc@sctcc.edu. Students can book an appointment at [https://www.sctcc.edu/accessibility-services](https://www.sctcc.edu/accessibility-services)
- No exceptions that permit the absence of a face covering will be granted.

**Enforcement:**

- Students must comply with the face mask requirement when attending face-to-face classes unless there is an approved exception for a face shield. Faculty teaching on campus will be informed when an exception is approved. Accessibility Services will e-mail the faculty.
- For Classroom Management Issues (e.g. showing up without mask, several reminders to put mask on, etc.):
  1. Follow normal classroom management protocol and work with your Dean
  2. If incident escalates and student is confrontational (e.g. student becomes belligerent and refuses to put on mask, etc.) call for assistance:
     - Safety and Security Director 320-828-1498
     - Health and Safety Advocate 320-428-1780
- Employees and Students can report incidents of non-compliance by emailing covid@sctcc.edu

The safety and health of our community is a shared responsibility. If you see someone who is not wearing a face covering or not physically distancing, please say something. If you have concerns about behaviors you are observing, please share those with your instructor or supervisor or email COVID@sctcc.edu.

**Getting a Mask.** Employees can request a SCTCC Cyclones face mask by emailing COVID@sctcc.edu and requesting that one be delivered to your campus mailbox. There will be promotional opportunities for students to receive these masks and the Bookstore will have face masks available for purchase.

All individuals are required to wear a face covering at all times while in the SCTCC buildings. If students do not have their own face covering, a mask may be obtained at the Bookstore inside the Northway Building. Refusal to follow the face covering requirement is a violation of the Student Conduct for students, and a violation of a work rule by employees according to their collective bargaining agreements. Suspected violations will be addressed following the appropriate steps for discipline outlined in policy or collective bargaining agreements. Visitors violating this requirement will be asked to leave the premises immediately.

**FACE-TO-FACE INSTRUCTION**

SCTCC follows the guidance provided by Minnesota State as it relates to in-person instruction. (See Appendix F)
**HANDWASHING**

Basic infection prevention measures have been implemented at our campus. 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 restroom. All visitors to campus facilities are encouraged to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in them, and hand sanitizer is available by contacting 320-308-3382 for anyone needing additional supplies. (Sanitizers must be of greater than 60% alcohol.)

**HEALTH SCREENING TOOL**

The colleges and universities of Minnesota State are required to implement a COVID-19 health assessment tool that students, employees, and visitors to the campus will be required to complete prior to entering campus facilities or the system office. In addition to being the right thing to do in order to keep our faculty, staff, and students healthy, this screening tool is being implemented in response to Executive Order 20-74, which indicated that we “must establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities.”

Every employee, student, and visitor to campus must complete the electronic health screening instrument adopted by Minnesota State each day prior to initial entry to any college building or other designated confined campus space. Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge. More information regarding the health screening can be found in Appendix G.

Students who complete but do not pass the health screening are not authorized to enter campus buildings and must contact their instructors to discuss academic and student service options available to the student.

Employees who complete but do not pass the health screening are not authorized to enter the workplace and must report to their supervisor using their regular call-in procedure.

**ENFORCEMENT**

Supervisors are expected to monitor compliance with the screening tool among their direct reports. Faculty and staff are not required to, but may, request to see a student’s screening results. Students are required to comply with this request. Should a student refuse to comply with the request, the employee should contact the Health and Safety Advocate at 320-428-1780. Any student that shows a red screening result should be instructed to leave campus immediately and should be reported to the Safety Office through the tracking report at https://webapps.sctcc.edu/covid_tracking/.

**EXPERIENCING SYMPTOMS**

Students and Employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home.

If an employee or student becomes sick while on campus, they will be sent home immediately and surfaces in their workspace/study space will be cleaned and disinfected.

SCTCC will follow Minnesota Department of Health and local health department guidance and direction on informing
others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.
HOUSEKEEPING

GENERAL / PUBLIC SPACES

The General Maintenance Workers are responsible for disinfecting general/public spaces. Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work and study surfaces, equipment, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, breakrooms, lunchrooms, and meeting rooms. High-touch areas such as restrooms, door handles & hardware, elevator panels, railings, public counter tops, drinking fountains, etc. will be cleaned and disinfected twice during the day. During the night shift the areas will be sanitized again for a total of 3 times per day.

FACILITIES / MAINTENANCE AND CLASSROOMS

The College will follow the guidance of the MDH, the CDC, and the government of the State of Minnesota. Class sizes will be limited in accordance with this guidance. New classroom capacities have been calculated and are displayed in the room scheduling system.

To ensure physical distancing requirements are met, seating arrangements in classrooms will be modified to ensure students are spaced at intervals consistent with physical distancing.

The students using a specific classroom will share in the responsibility of disinfecting areas where they are seated in the classroom.

The campus will be sanitized by maintenance staff three times a day (twice during normal business hours and once during the night shift cleaning). All high touch areas will be sprayed with disinfectant and all classrooms/labs in use will be thoroughly cleaned each evening. Sanitation supplies (gloves, hand sanitizer, bottle of disinfectant, disinfecting wipes) will also be placed in all classrooms and lab spaces for use as follows:

- Students should use hand sanitizer upon entering and exiting class
- Ask entering students to wipe down areas where they will be sitting
- Faculty may spritz disinfectant on tables and high touch surfaces after each class – let air dry
- Sanitize hands after cleaning
- The best prevention is frequent hand washing and face coverings

Any maintenance needs for classrooms can be addressed via the college’s work order system or contacting maintenance at 320-308-3382.

OFFICES / DEPARTMENT SPACES

The responsibility for disinfecting individual departments and offices is the responsibility of the employees located in those areas. Special emphasis will be given to frequent contact surfaces, including, but not limited to workstations, door handles, meeting spaces and equipment. Employees will pay special attention to those tools and equipment shared amongst employees, including printers and kitchen appliances and surface areas. Gloves and wipes will be provided by maintenance. The frequency of air filter replacement and HVAC system cleaning will be increased, with fresh air exchange maximized.
Employees have been educated about washing their hands often with soap and water for 20 seconds, are provided disposable gloves and masks, and have been instructed to clean surfaces with disinfectant. More frequent cleaning and disinfecting may be required based on the level of use. Diluted bleach solutions may be used if appropriate for the surface. Areas of the College not in use will be cleaned thoroughly and then may be closed off.

If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC will be followed by the Maintenance Staff. These include, but are not limited to:

1. Close off areas used by the person who is sick.
   a. Do not need to close operations if affected area can be closed and cleaned.
2. Open outside doors and windows to increase air circulation in the area when possible.
3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

Once the area has been appropriately disinfected, it will be reopened for use.

Maintenance staff will work with vendors and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary Personal Protective Equipment (PPE) are available.

**COMPUTER LABS**

Hand sanitizing stations will be provided at the entrance of the computer lab. Students and employees are to use the hand sanitizer upon entering the lab. Wipes are also available at workstations for users to wipe down prior and after computer use. Wipes must be disposed of in a proper trash receptacle. Masks are also required in computer labs on campus per governor’s executive order mandating the use of face masks. Computers will either be removed or taped off to promote physical distancing in the computer labs. Computer lab staff will ensure proper distancing requirements are being met. Computer carts should be sanitized with wipes before and after use.

**JOB APPLICATIONS**

Applicant interviews will be conducted by phone or video screening for candidates whenever possible. If necessary, in-person interviews will be conducted in large spaces where physical distancing can be practiced.

**PLEXIGLASS BARRIERS**

Plexiglass shields are being used by departments as an additional safety precaution. Areas of focus for the use of plexiglass are high traffic areas such as Admissions, Financial Aid, Records and Registration, Advising, Bookstore, and the Computer Lab. Individual department plans included an evaluation where face to face contact with students or visitors to the college often occurred and appropriate barriers were established per plan requests. The barriers are a measure put into place to help mitigate face to face exposure but are not a replacement for the use of masks or face coverings in these areas. Staff and students/visitors must still wear face coverings or masks during their interactions.
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 (their mouth, nose and eyes in particular) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters posted throughout the campus. Employees and students are encouraged to review the College’s COVID-19 Website for additional information and updates.

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 you wear a mask or cloth face coverings, you still need to wash your hands frequently, cover your cough, and practice physical distancing by keeping at least 6 feet of space between people.
- People who are sick should stay home. Wearing a mask or cloth face covering does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face covering to the clinic.
- Don’t buy or wear surgical or N95 masks. These supplies are in high need in health care facilities to protect health care workers.
- A mask or cloth face covering 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.

SIGNAGE

Signage has been placed throughout the campus, including designated entrances, digital screens, and casual seating areas. The signage includes health and sanitation reminders and information about physical distancing while on the campus. (See Appendix H.) Signage has also been posted throughout the various offices/departments on campus to remind employees about physical distancing and handwashing guidelines from the CDC. Employees have also been given clear instructions on how to properly clean, disinfect and sanitize all touchpoints in the work areas according to the CDC guidelines.

PHYSICAL DISTANCING

Physical distancing is being implemented on campus through the following controls:

- Employees who have been directed to work remotely should continue to do so.
- Employees may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
- 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.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
▪ Plexiglass has or will be installed in high traffic areas, such as the Business Office, Library, Admissions, and Advising when a six-foot separation is not feasible.
▪ Be aware of and avoid crowded spaces including break areas or lunchrooms, elevators, and restrooms.
▪ Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
▪ Meetings or non-instructional gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
▪ Room capacities, including classrooms, have been updated for COVID-19 capacity in the room scheduling software.
▪ Employees, students and visitors are discouraged 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.
▪ When multiple employees are working in the same area, either staggered shifts or additional barriers will be installed when physical distancing cannot be practiced.
▪ Staff working on campus will be provided personal protective equipment (i.e. gloves) as appropriate.
▪ Cloth face masks are available for purchase at the Bookstore if an individual does not have one. Employees may email covid@sctcc.edu and request that a Cyclone mask be placed in their SCTCC mailbox. In the case an employee does not have a mailbox, alternate arrangements can be made.
▪ Disinfectant has been placed throughout the campus in classrooms and offices suites.

STATE VEHICLES / EQUIPMENT

In order to ensure every precaution is taken to ensure a healthy and safe environment for our employees (especially those working in close proximity), only one (1) individual should be in a state vehicle at any given time. This includes all state-issued vehicles/equipment, including vehicles from the carpool, Security and Facilities cars/vans, tractors, utility vehicles, or any other state-owned vehicle.

If an emergency necessitates more than one individual in a vehicle, ALL MUST wear a face covering when in said vehicle. A safety plan regarding the reason for the number of passengers and the safety plan for such usage must be documented by the department’s supervisor in the department’s pandemic plan and reported to the appropriate vice president. Cleaning and disinfecting touched surfaces in state vehicles must be followed, which includes using disinfecting wipes before and after the use of the vehicle. Wipes will be provided in each vehicle.

SPECIFIC DEPARTMENT OPERATIONS

In addition to the campus-wide planning, individual departments throughout the campus established plans and protocols specific for their operations to resume on campus. As part of this process, all SCTCC faculty and staff were engaged in working with their manager/supervisor to develop and submit a COVID-19 Return to Campus Plan. These plans were reviewed and used to determine what resources were needed to ensure implementation. Multiple walk-throughs of each departmental area were conducted to determine if plan adjustments were needed and to address questions and/or concerns. Final plans have been documented in summary form here.
BOOKSTORE AND REPROGRAPHICS

Bookstore

The bookstore is open M-F 8 a.m. – 4:30 p.m. with extended hours the first week of classes.

The bookstore will limit the number of customers to 10 inside the store at any time. Staff and students will wear facemasks or face coverings. Employees will also adhere to physical distancing. Physical distancing stickers have been placed in the aisles near the cash registers to assist in physical distancing efforts. Tables have been placed in front of the counter to help build space between the customer and the employee during transactions at the register.

The best way to get your textbooks is to order them online through the SCTCC Bookstore (sctcc.edu/bookstore). To avoid lines and to get the best selections of used textbooks, we encourage students to buy early and buy online. Please provide a valid street address with all orders, for shipping purposes.

You have 3 ways to pick up orders

- Pay online, pick up in store
- Pay online, UPS shipped
- In Store purchase

Students are encouraged to view pricing on the Bookstore website in lieu of browsing in the store. If you’re coming to campus to get your books, please bring a copy of your class schedule to drop off at the Bookstore. Students will not be allowed in textbook aisles. Bookstore staff will fulfill orders for students. PSEO books have been packed and delivered to Molly McAlister, Admissions/PSEO Specialist, for distribution to students.

For up-to-date information on book charging, textbook buyback, rental return due dates, PSEO returns, clothing sales and more check the Bookstore’s website at sctcc.edu/bookstore.

Bookstore staff will conduct frequent cleaning of cooler doors, pin pads and other high touch areas.

Reprographics

Reprographics is open M-F 7:30 a.m. – 3:00 p.m.

Reprographics staff will wear facemasks. Floor decals will be installed to mark appropriate distance between staff and customers. Faculty, staff and departments will be encouraged to learn mailbox combinations and to use mailboxes as intended. We will discourage employees from entering reprographics to access their mailbox on the staff side of the box. Campus will be encouraged to send print/copy jobs electronically to: reprographics@sctcc.edu.

COMMONS AND COFFEE SHOP

The Commons space will be open for students to use during building hours with physical distancing measures in place.

The Common Grounds Coffee Shop will be open Monday-Thursday, 8 a.m.-1:30 p.m. Friday hours are 8 a.m. – 1:00 p.m. Furniture will have signage in the space to make sure we maintain physical distancing. There will be no more than 10 people allowed in the coffee shop at one time. Eating will not be allowed in the coffee shop.

These hours are subject to change. The Friday newsletters published by Marketing will be the primary method of communication with regard to any changes in operations.
**BUSINESS SERVICES**

Areas with primary student contact. For the most up-to-date information, please visit [https://www.sctcc.edu/spring-2021-sctcc-plan-student-success](https://www.sctcc.edu/spring-2021-sctcc-plan-student-success)

**Accounts Receivable**

Accounts Receivable staff are currently providing student assistance primarily through phone and e-mail communication. The student account issues are effectively being handled in this manner. If there is an issue that requires a face-to-face meeting, the students are asked to schedule an appointment with Accounts Receivable. Meetings will occur at the front line at a student help station to discuss and resolve any concerns. Walk-in students (no appointment) are asked to call 320-308-5512 to determine if concerns can be resolved over the phone. Students can call while still within the building at a properly distanced location. Most concerns are resolved in this manner. For concerns still needing attention, Accounts Receivable will work with the student to determine next steps to provide assistance.

**Financial Services Assistance**

e-Services is the primary tool for processing financial aid applications. By accessing e-Services, students have access to information that allows them to know what is needed to complete the financial aid process, accept loans, and determine financial aid eligibility. For those who have entered the building, there is signage on the floor to ensure physical distancing. Plexiglass barriers have been established at the service counters. Two student “self-help” stations are located at the end of the Financial Services counter. Students can use these stations to complete the Free Application for Federal Student Aid (FAFSA), check e-Services, pay bills, complete the financial aid process, and process federal student loans, etc. Disinfectant wipes will be provided to sanitize these stations between use.

**Student payroll questions**

Job postings are available through the Career Services website. Once a student has been hired as either student help or through work-study, the student will set up an appointment by emailing kwolters@sctcc.edu to complete the employment paperwork. Timecards will continue to be processed electronically. Direct deposit is encouraged but if direct deposit is not set up, a paper check will be mailed to the student’s permanent address on payday.

**Accepting payments**

Multiple communications have been sent to students setting the expectation that routine payments on account balances are best processed using e-Services.

e-Services is the primary tool for processing payments on a student’s account using e-check or debit/credit card options.

For those who have entered the building, there is signage on the floor for physical distancing. Plexiglass barriers have been established in the desk areas. Credit cards machines for touchless transactions will be provided for the customer to use and wipes will be provided to sanitize the machines between uses.

Areas with primary staff/faculty/vendor contact:
Grants, Purchasing, Accounts Payable, Third Party

All areas have been reviewed for physical distancing. Where needed, cubicles have been rearranged and office layouts have been evaluated for safety.

Except for Third Party staff, all other employees have SCTCC equipment at home to work as needed to reduce the number of staff in the building during regular business hours.

STUDENT AFFAIRS

Student Affairs offices will offer remote services through e-mail, telephone, and Zoom. If remote services are not feasible, staff will set appointments with students for on-campus services. Walk-ins will be serviced by the next available staff member. For the most up-to-date information, please visit http://www.sctcc.edu/fall

Admissions

Admissions is open M-F, 8-4:30 p.m.

Admissions will operate on campus with reduced staff. The front counter is equipped with plexiglass barriers. Floor decals installed to mark appropriate physical distance. There is a reverse student workstation set up at front counter to allow for technology assistance while maintaining appropriate physical distance.

Two cubicles in Admissions are configured to host face-to-face meetings with students. A plexiglass barriers are installed at each desktop. A reverse workstation will be set up to allow for technology assistance and document sharing while maintaining appropriate physical distance. No supplies such as pens, pencils, etc. will be shared. Service areas will be cleaned after each student is served.

Mary Strangler Center for Academic Support (CAS)

The CAS will operate remotely at the start of Spring term, 2021. Students will be able to schedule appointments with CAS tutors through the use of Microsoft Bookings. Links to appointment scheduling will be on the CAS website www.sctcc.edu/cas. Students will have 50 minute sessions with CAS tutors. Staff will email students a Zoom link which will allow them to access the tutoring session. Follow up will be done after each session. There will be no in person services available at the start of Spring term, 2021.
Accessibility Services
- Appointment based remote service provided. On-campus service available for students with technical issues.
- Accessibility services staff will come on campus for test proctoring only through prior arranged appointments.

Career Services
- Limit 2 students; max 10 individuals in Career Center at any time.
- PC Stations adhere to physical distancing guidelines and sanitized between students.
- Plexiglass barrier installed at reception desk.
- Plexiglass barrier installed at conference table for 1-1 meetings with students.
- Appointment based remote service provided. On-campus service available for students with technical issues.
- Career Center open for f2f appointments T, W, from 8-4:30 p.m. - conditions permitting. It will be completely remote through February 1, 2021.

Academic Advising Center
- 1 advisor/staff member will open the Advising Center. Max of 10 individuals in the Center at any time. Max of 2 students in waiting area at any time in space designated.
- Appointment based remote advising provided. On-campus advising available to students with technical issues.
- Drop-in assistance is available each day from 8:30 a.m.-1:45 p.m. (unless otherwise noted) via Zoom. Information is provided to students who drop-in in-person or via our website. Plexiglass barriers installed to separate student and advisor. Stations set up to adhere to 6 feet physical distancing guidelines.
- Additional laptops and/or computers installed to facilitate document sharing, etc. during meetings.
- Student stations will be cleaned after each student.
- Advising Center open M-F, 8-4:30 p.m. for limited assistance.

TRIO
- 2-person team opens TRIO. 3rd person added in week 2.
- Student workers start Aug 24 with staggered schedules to result in team of 3-4 in Resource Center.
- Max of 5 individuals in Resource Room at any time.
- Resource Center tables, chairs, and study cubicles reconfigured to meet physical distancing guidelines.
- Appointment based and drop-in remote service provided. On-campus service available for students with technical issues.
- Plexiglass barriers installed to separate student, advisor and tutors.
- Additional monitors and keyboards installed to facilitate document sharing, etc. during meetings.
- Student stations will be cleaned after each student.
- TRiO open M-F 8-30 p.m.
Mental Health Services

- Appointment based remote service provided. On-campus service available for students with technical issues.
  Open Zoom office during off campus workdays to support drop in availability for the Student Success Manager.
- Student appointments on-campus to be scheduled in room 1-133 or similar space to allow for physical distancing.
- Room will be cleaned after each use.
- On campus office hours to be determined.

Athletics

- Office has moved to the main floor Heartland building (Library) Room 104. Lower level Heartland will remain closed to traffic.
- Remote service provided. On-campus service available for students as needed. Appointments will be scheduled virtually unless necessary to meet in person
- Student appointments on-campus to be scheduled in available meeting rooms including Room 116 in the Heartland building. Rooms will be cleaned after each use.
- On campus office hours. To be Determined

Campus Life

- Office has moved to the main floor Heartland building (Library) Room 106. Lower level Heartland will remain closed to traffic.
- Appointment based remote service provided. On-campus service available for students with technical issues as necessary.
- Senate Cabinet meetings will continue in remote environment.
- Senate office hours completed in remote format.
- Full Senate meetings to be held completely virtually.
- Cyclone snacks staff will sanitize carts before and after use during snack station refill. Snack stations will be sanitized before refill. Staff will wear gloves and face mask when completing this work.
- Student lounge will remain closed until guidelines change to reduce restrictions on group gatherings and sanitation.
- On campus office hours—To be determined.

K12 Initiatives

- Blended schedule remote work and on-campus.
- Meetings conducted via remote means whenever possible.
- On-campus meetings hosted by K12 Coordinator in large space that adheres to physical distancing and sanitation guidelines.

FACILITIES MANAGEMENT

- All facilities staff are scheduled on campus full time with the Director of Facilities coming on-site as needed.
- Normal building maintenance such as general cleaning, boiler and HVAC operations, electrical issue corrections, room set ups, maintenance requests will be treated like normal
- In the case of absences, some of the above services will have to be prioritized
- Sanitation of public spaces and surfaces will take place twice daily and once during the evening
- Crews will wear masks and gloves while in public spaces
- Maintenance staff will practice physical distancing
- Detailed services below:

<table>
<thead>
<tr>
<th>Essential Service</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Cleaning</td>
<td>Washing tables, spraying disinfectant on tables and chairs in classrooms/labs, restroom cleaning, kitchen and commons, public areas. Minimum cleaning for items that do not require sanitation</td>
</tr>
<tr>
<td>Refuse and Recycling</td>
<td>Implement centralized refuse and recycling for office areas. All other areas will be normal garbage collection procedures.</td>
</tr>
<tr>
<td>Office</td>
<td>Will not be vacuuming and cleaning individual offices. If a need would arise, please contact maintenance for assistance.</td>
</tr>
<tr>
<td>Boiler checks</td>
<td>Currently our staff can handle. If all 3 are out, then we will use SCSU staff. Will get an outside vendor (i.e. Climate Air) under contract if SCSU is unable to provide</td>
</tr>
<tr>
<td>Electrical</td>
<td>Contract outside vendor in our Master Electrician’s absence</td>
</tr>
<tr>
<td>Shipping and receiving</td>
<td>Extend general deliveries to up to 3 days. Set pick-up times for non-essential items to save on delivery so shipping and receiving person can assist with cleaning</td>
</tr>
<tr>
<td>Day time cleaning</td>
<td>Day staff will sanitize door handles and public surfaces (no computers) two times daily and once in the evening.</td>
</tr>
<tr>
<td>Gen. repairs and set ups</td>
<td>We will have all staff during the day available for set ups. Repairs will be prioritized based on severity and impact on student learning</td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

SCTCC Human Resources Department will maintain access for employees via email, Zoom, phone and in-person office between the hours of 8:00 a.m. and 4:00 p.m. M-F. Link to HR contact information, [https://www.sctcc.edu/HR](https://www.sctcc.edu/HR).

**HR@sctcc.edu** - Department email address that is monitored by all HR staff.

Plexiglass barriers are in place on the reception counter. Notices of physical distancing and face mask/covering requirements posted on doorways. Office door handles and counters disinfected by maintenance staff.

<table>
<thead>
<tr>
<th>Essential Service</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Employees have access to enter their timesheets online through Employee Home link, <a href="https://www.sctcc.edu/employees">https://www.sctcc.edu/employees</a> Processing of all payroll is done at the service center.</td>
</tr>
<tr>
<td>Sick leave management</td>
<td>Employees and supervisors will have access to HR staff via, email, phone, Zoom and in-person office to assist with sick leave management questions and concerns.</td>
</tr>
<tr>
<td>Staffing/Vacancy Filling</td>
<td>Until further notice, all position searches will be completed via Zoom. This includes search committee meetings and applicant interviews.</td>
</tr>
</tbody>
</table>
Employee Assistance Program Services

- Free and confidential services
- Phone assessments
- Short-term counseling
- Referrals to community resources
- Legal & financial consults
- Contact Information
  - 800-657-3719 or 651-259-3840
  - Email: eap@deeroaks.com
  - Website: www.deeroakseap.com

INFORMATION TECHNOLOGY (IT)

- The help desk phone number is: 320-308-6445
- Help desk requests may be sent through email at itrequest@sctcc.edu
- Help desk hours will be M-F from 7:30 a.m.-4:30 p.m.
- Lab 405 will be open from 7:30 a.m. -4:30 p.m.
- Room 215 Physical distancing will be maintained. Support will be done remotely through Zoom and remote desktop. Contact information is located on the outside door.
- Room 309 will be used as a scheduled instructional lab
- Health Sciences Building - the computer lab is open
- Library is open and has computers available
- Room support will be handled remotely if possible. Support will be provided ensuring physical distancing to the best of our ability. If critical, IT will enter the classroom.

INSTITUTIONAL EFFECTIVENESS, ASSESSMENT, & RESEARCH AND GREEN SCREEN ROOM

All services of Institutional Effectiveness, Assessment, and Research can be delivered remotely. Staff will continue telework. Should it become necessary to return to campus, the department’s offices allow employees to work in their own spaces with physical distancing. Work can be done at the conference table by no more than two people sitting at opposite ends of the table.

The green screen room is not a direct service of our office but is co-located with us. The room can be made available by appointment to one user at a time. The user will be responsible for sanitizing the space after use. It is recommended that a new user sanitizes the space upon entry as well.

LIBRARY

The library will be open to serve students and faculty, both in-person and for remote assistance.

Hours for Spring Semester:

- Monday – Friday  8 a.m. – 4:30 p.m.
The library will be open two weeks before the start of the semester for shortened hours. Once the semester begins, the librarian, library technician, and student workers will be on-site. There will be a maximum of 30 students in the Library, and a maximum of 15 students in the Library Forum at any time. Patrons will be reminded to wear masks and physical distance upon entry.

Signs on tables and tape on chairs will reinforce physical distancing guidelines. Study rooms will be limited to one patron at a time.

Staff will clean study rooms, tables and computer workstations after each use. Markers on the floor will remind students to physical distance when waiting at the Circulation desk. Circulation desk has a plexiglass barrier between staff and patron. Borrowed materials and supplies will be returned to a separate counter area held for three days before being reshelved. Interlibrary Loan service will be available for all materials.

Remote assistance will be available through the library website’s “Ask a librarian” email service or by appointment with the librarian. Curbside Checkout service is also available by contacting library@sctcc.edu or 320-308-5141.

SAFETY AND SECURITY

The department of Safety and Security will be on campus throughout the fall providing support to all students, staff, and faculty by maintaining a safe and secure learning and work environment. Security Patrols will be conducted by the St. Cloud State University Public Safety Department personnel. Staffing will coincide with the building and class schedules. Public Safety Officers (PSO’s) will perform patrols inside all campus buildings. The campus community should call 320-308-3333 for assistance.

Parking permits are not required for new students. Returning students already have valid permits as student permits do not expire. Employees of SCTCC, along with all tenants who rent space from SCTCC, will still be required to obtain, and pay for parking permits on campus. To register vehicles, please go to http://www.sctcc.edu/parking-permits. Payments can be made at Financial Services or through the Payroll Deduction form. Once payment option has been made, permits will be distributed to employee mailboxes outside of Reprographics. For those who do not have a mailbox, permits can be picked up by Financial Services. Students who do not attend class on-campus will not pay for parking. Parking enforcement will focus on vehicles that are parked outside of marked parking spaces. The Parking Appeals Committee will meet as needed, however, most of this will be done via ZOOM.

The Safety Committee will continue to meet quarterly via ZOOM. As the semester progresses, special meeting sessions may be called to address any challenges that come up through the semester due to COVID-19.

Hazardous waste disposal requests will continue to be performed online via the safety web page. The shipping/safety clerk will arrange pick-up when the room is vacant in order to limit face-to-face contact. Waste will be taken to the hazardous waste storage area and secured.

Safety checks of labs in use throughout the fall will be conducted by the Director of Safety and Security, as well as the Shipping/Safety Clerk. These checks will be made with limited face-to-face exposure.

A Health and Safety Advocate will patrol hallways, classrooms, labs and common areas to provide education and support, focusing on masking and social distancing.
STUDENT CONDUCT

Student Conduct reports will be made online at https://webapps.sctcc.edu/student_conduct/. Any situation that requires immediate action can continue to be reported to Public Safety at 320-308-3333, or to the Student Conduct Officer, Kerby Plante, at 320-308-5920. Student conduct hearings will be held virtually via ZOOM. The Conduct Officer will also be the first contact for any COVID-19 masking or physical distancing related incidents. Faculty will work with deans for classroom management related issues. Faculty may call the Director of Safety and Security for incidents where a student becomes belligerent and the situation has escalated beyond classroom management.

TITLE IX

Guidance for Title IX related reports can be found at https://www.sctcc.edu/title-ix-reporting-sexual-assault. Arrangements will be made for those who prefer a face-to-face meeting to discuss their concerns. All other Title IX related meetings will be held via ZOOM. Hearings will be handled the same way, unless the situation warrants an in-person meeting.

ACADEMIC PROGRAM OPERATIONS

For fall semester 2020, approximately 65% of classes will be offered via online or hybrid instructional delivery; approximately 35% will be offered as face-to-face instruction.

Business, IT, and Education

The Business, IT, and Education courses will be offered mainly online, with some hybrid courses that have a blend of online and face-to-face contents. Any courses that have any face-to-face content will follow Office of Higher Education, MinnState and CDC recommendations for protection and physical distancing. Classrooms have been individually evaluated to ensure the distancing guideline can be met; rooms have been rearranged or courses have been moved to other classrooms to ensure the recommendations are followed.

Hybrid courses may have periodic meeting times, and in several courses the students have been divided into two groups for the meetings, with some occurring on one date, and others on an alternative date to facilitate meeting the distancing guidelines. Students are encouraged to check their schedule and contact the division with any questions. Students and faculty will also complete the online assessment tool before coming to campus.

Health Sciences Programs

The Health Sciences programs will continue to present a mix of online and face-to-face classes. If you are also taking general classes such as English or mathematics, those courses might be offered in any format. Be sure to check your schedule for your classes.

Please note that the parking places on the North side of the HSB continue to be reserved for Dental Clinic patients and are not to be used by faculty, staff, or students.

Please double check the Delivery Method when you are registering for class.

- Cardiovascular Technology: Some classes with both online and face-to-face components with groups of no more than 25. Simulated lab will be face-to-face. Students and instructors will wear masks and face shields when 6 ft
distance cannot be maintained. The classroom doors will be open as much as possible.

**Dental Assistant:** Students will have face-to-face labs and clinical courses. Lecture classes will utilize hybrid/blended face-to-face delivery methods as noted in the course schedule. On campus classes will be in groups of 25 or fewer. Students and instructors will follow mask and face shield protocol while in lecture courses. Lab and clinical courses will be face-to-face with appropriate PPE consistent with professional practice in dental offices.
▪ **Dental Hygiene:** Lecture classes will utilize hybrid synchronous, hybrid asynchronous, and online delivery methods (please check course offerings for dates and delivery methods). Lab based courses and clinical courses will be face-to-face at SCTCC with full PPE (level 3 masks, face shields, gloves, protective eyewear, and over gowns). PPE use in labs and clinical courses will follow recommendations from CDC (Centers for Disease Control), Minnesota Board of Dentistry guidelines for dental offices, and OSAP (Organization for Safety & Asepsis Procedures) Infection Control in Dental Practices during the COVID-19 Pandemic Guidelines.

▪ **Health Information Technology:** This program (and Medical Coding) has been a completely online program and will continue online.

▪ **Sonography:** Face-to-face and hybrid classes will be held for lecture classes with 12 or fewer in a group. Students and instructors will wear masks and face shields when face-to-face. The ultrasound lab classes will be face-to-face following PPE practices consistent with CentraCare recommended guidelines. Labs will be limited to 12 students.

▪ **Surgical Technology:** Students will meet face-to-face or via Zoom for one lecture class will be with 15 or fewer in a group. Students and instructors will wear masks and face shields, and maintain 6 feet of distance when possible. The Operating Room lab course is off campus. PPE practices consistent with Surgical Attire Policies of the industry.

▪ **Paramedicine:** Students will meet face-to-face or via Zoom for one lecture class with 25 or fewer in a group. Students and instructors will wear masks, face shields, and gloves when on-campus for lab classes that cannot be moved online.

▪ **Nursing (ADN):** Theory courses (NURS 2411 and 2421) will be online with a Zoom component for both Wednesdays and Thursdays and the possibility of face-to-face when guidelines allow. A specific schedule will be provided with details and updates as needed. Clinical (NURS 2424) will be at clinical partner sites if permitted. Clinical simulations and alternate assignments will also be utilized to meet content/hours and student learner outcomes. Any required on-campus face-to-face will utilize full PPE. Following such time that restrictions on gathering are relaxed, increased hours at clinical sites and clinical simulation at the campus are planned. A specific schedule will be provided with more details as information is updated.

▪ **Practical Nursing:** Theory courses (PRSG 2401, 2402, 2411, 2429, 2450 & 2460) will be completely online by Zoom and synchronous as scheduled. The skills course (PRSG 2419) will begin online as much as possible with limited face-to-face in full PPE with video use, ATI products, etc. Following such time that restrictions on gathering are relaxed will increase face-to-face for skills demonstrations, proactive, and critical competencies.

Clinical courses (PRSG 2439 & 2440) will be at clinical partner sites if permitted. Clinical simulations and alternate assignments will also be utilized to meet content/hours and student learner outcomes. Any required on-campus face-to-face will utilize full PPE. Following such time that restrictions on gathering are relaxed, increased hours at clinical sites and clinical simulation at the campus are planned. Nursing Assistant HCCC courses are scheduled online for the beginning of spring semester. These are presented online synchronous. The HLTH 1402 courses also begin in January and will include theory online as much as possible followed by lab and clinical at the campus face-to-face in full PPE.
**Dental Clinic**

- Phone screening when making the initial dental appointment
  - Re-screened via phone when confirming their dental appointment (1-3 days prior)
- Day of dental appointment: screening questions and temperature taken - Dental reception area has limited seating for physical distancing.
- Hallway area next to dental clinic has chairs spaced for physical distancing.
- Reception desk is enclosed with glass and plexiglass around the reception desk area (physical barrier). Patients will be given COVID-19 disclosure paperwork prior to dental appointment.
- All paper, magazines, and pamphlets have been removed from dental reception room.
- Entrance into and exit from the dental clinic will be clearly marked on clinic doors to limit one-way traffic. Limiting numbers in dental clinic with students/patients and faculty according to the COVID-19 room capacity reflect in the room scheduling software.
- Students in clinic will wear full PPE: Eye protection, level 3 masks, full face shields, scrubs and disposable over-garments, hair coverings and gloves, clinic shoes (per CDC guidelines for dental healthcare workers)
- Students will disinfect their clinic shoes prior to leaving their clinic unit.
- Clinic shoes will stay in locker-room and only be used when in the Health Bldg.
- Students will change out of scrubs / hair coverings prior to leaving campus and transport contaminated clothing in red biohazard bags and laundered at home.
- Students will have designated donning and doffing areas in the dental clinic/bio lab areas.
- Student locker room on 2nd floor dental will be limited to 4 occupants at a time for physical distancing. Garbage cans with foot controls and covers will be used for PPE disposal in clinic/bio lab areas.
- Students will remain in their clinic unit with their patients at all times during appointment. Clinic area and radiology hallway will be separated by plastic curtain.
- Ultrasonic instrumentation equipment (aerosol producing) will NOT be used during clinic sessions.
- Air/Water combination will not be used when working on patients. Limited use of air to dry off teeth and surfaces. Box clipboards will be used in the clean zone at each dental unit for papers/forms/router slips.
- Dental faculty, staff and students will have daily temperature checks prior to entering dental clinic and labs.

**Dental Labs/Instruction Areas**

- Chairs, stools and tables have been removed to limit number of people in each room and increase space for physical distancing.

**Liberal Arts and Sciences**

All Liberal Arts and Sciences courses will be offered online in Spring 2021 in one of these three formats:

- Mostly Online (online with proctored tests, which may be done remotely or on campus)
- Fully Online, Synchronous
- Fully Online, Asynchronous
Any student who would like to know more about what their online course will look like is encouraged to reach out to the instructor. If they need assistance reaching their instructor, they should email Melissa Lindsey, Dean LAS (mlindsey@sctcc.edu).

, If it is safe to do so, some faculty will hold office hours in classrooms and labs. Faculty will schedule classrooms through the division assistant where they can meet with their students, instead of meeting in offices, to ensure physical distancing.

The art studio in 1-316 will be set up for students to use after spring break for ART 1370: Printmaking.

i. Students and faculty will complete the online assessment tool before coming to campus.

**Skilled Trades and Industry**

Skilled trades and industry courses will have a mix of face to face labs, classes, and online lectures where applicable. Course information has been shared with students so they know what to expect for the upcoming fall semester. Students and faculty will be asked to follow established cleaning protocols before, during, and upon departure from class. Proper PPE will be worn while on campus and in class/lab. For lab courses, students will be asked to enter through the exterior entrance of the lab in order to avoid congesting campus hallways. Students and faculty will also complete the online assessment tool before coming to campus.

**Customized Training**

Customized Training is conducting training on campus and off-site at clients’ facilities.

Class sizes are limited based on space in order to maintain physical distancing. Students and employees must complete online screening tool prior to arrival on campus, or at the kiosk provided. Participants in on-campus classes are notified in advance of the facemask requirements and expectations for physical distancing. Certain programs have additional modifications based on requirements or guidance from outside agencies.

The Customized Training department will continue to operate in a hybrid model, with most staff working remotely, coming to campus when needed. Instructors will be on campus when scheduled to teach. Assistance is available by phone and email. In-person assistance will be available by appointment only.
ADDITIONAL RESOURCES

Additional resources available in Appendix I.

COMMUNICATION AND TRAINING

This plan will be communicated via e-mail to all employees and students on January 6, 2021 and appropriate training has been provided. Additional communication and training will be ongoing as needed and provided to all employees and students who did not receive the initial training. Managers and Supervisors are to monitor how effective the program has been implemented and share their feedback with their respective Vice President. Employees will work through this new program together and communication strategies and training will be updated as necessary.

This plan has been certified by St. Cloud Technical and Community College leadership and was shared and posted throughout the campus community on December 28, 2020. We would like to thank the members of the SCTCC Emergency Response Team who were vital to the development of this plan. Members are listed in Appendix I.

Certified by:

President
St. Cloud Technical and Community College

UPDATES POSTED:

December 28, 2020
APPENDIX A – SCREENING TOOL SIGNAGE AND FAQS

Stop

Required Health Screening

Complete the Mandatory Health Screening before entering the SCTCC campus.

minnstate.edu/CV19-SCTCC

#MasksUpClonesUp

Cyclones Wear Because We Care

Stay updated at sctcc.edu/Fall

SCTCC is a member of Minnesota State and accredited by the Higher Learning Commission. ADA Accessible Facility. Affirmative Action/Equal Opportunity Education and Employer.
Screening Tools / FAQs

Q: What is the COVID screening tool and how will it be used?
A: It’s a web-based tool individuals will use to self-assess COVID-19-related health risks and determine whether they should be allowed to enter Minnesota State facilities in order to mitigate the risk of transmission.

Q: How do I access the tool?
A: College- and university-specific web links and QR codes are available on each school’s website and on materials available at campus entrances.

Q: Why did Minnesota State develop this tool?
A: Development of the screening tool represents one of many strategies Minnesota State and its colleges and universities are using to protect the health and safety of students, faculty, and staff as fall semester gets underway. In addition, Executive Order 20-74 requires Minnesota State to “establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities.”

Q: Who is required to use the tool?
A: Everyone who plans to visit any facility within the Minnesota State system, including all students, employees, visitors, contractors, and vendors, must complete the self-assessment before they arrive each day they will be on campus or at the workplace for longer than 15 minutes. This applies to all 54 Minnesota State campuses and the system office. Students who live on campus are required to complete the assessment every morning.

Q: How does the tool work?
A: The tool will be available from the website of each college and university and MinnState.edu and will be accessible from any device capable of interacting with a web page including most handheld devices. Users will be guided through a series of questions to identify COVID-19-related health risks. Individuals who pass the self-assessment will receive an email that reflects approval -- anyone may be asked to show this email upon entering campus or the workplace. The application will inform individuals who do not pass the self-assessment that they should not come to campus or the workplace and will display campus-specific contacts and guidance on steps to take in order to protect health and safety.

Q: What criteria does the assessment use in order to evaluate COVID-19-related health risks?
A: The assessment screens individuals who indicate they have exhibited symptoms associated with COVID-19 within the past 10 days or have been in contact with anyone with a confirmed case of COVID-19 within the past 14 days. The criteria used by the self-assessment is based on guidelines provided by the Minnesota Department of Health.

Q: What happens when an individual refuses to use the screening tool?
A: They will not be allowed on campus or into the workplace.

Q: What if an individual doesn’t have access to the tool electronically or doesn’t have a smart phone?
A: They could use a computer and print out their results or use a written tool once at campus.
Q: What if an individual has symptoms similar to COVID-19 due to other health issues, such as allergies or sore muscles following a workout?
A: The tool accommodates symptoms not related to COVID-19.

Q: Do guests of the campus – such as attendees at an athletic event – need to use the tool?
A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Do individuals who are not employees of the college or university, but work for an organization that has workspace on the campus need to use the tool?
A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Is there a consequence for when someone comes to class/work after “failing” the screening?
A: Employees or students who falsify inputs will be addressed through the appropriate discipline process.

Q: Will student employees still have the opportunity to get paid if they “fail” the screening?
A: If the work is able to be completed and supervised remotely, students should work remotely. If the work is not able to be completed remotely, students cannot be paid work-study wages. (Both state and federal work-study permission to pay work-study wages to students who are not working due to COVID-19 expires at the end of the 2020 summer term).

Q: If visitors to campus hold tickets for an event, and fail the screening tool, will ticket costs be refunded?
A: Those who cannot attend an event due to a negative screening should be compensated through existing college or university refunding practices.

Q: Do people who will only be within outdoor facilities on a campus need to use the tool?
A: Yes. If they will be on campus they are required to use the tool.

Q: Do employees or students who are working remotely or otherwise not planning to be on campus or at the workplace on any given day still need to use the tool?
A: Only people who will be on campus or in the workplace need to complete the tool.

Q: Do individuals who come to campus when buildings are closed (such as faculty working weekends) need to do the self-assessment?
A: Yes.

Q: Who will have access to the data collected by the assessment?
A: Minnesota State is committed to protecting the private data submitted through this self-evaluation tool. The Chancellor and campus leadership have designated a limited number of individuals, at the system office and on each campus, who may access to the results of the self-evaluation tool. Access is restricted to those individuals whose work assignments reasonably requires access to the data.
Q: What will happen to the data submitted through the tool?
A: The information submitted through the self-evaluation tool is classified as “highly restricted” by Operating Instruction 5.23.2.1 “Data Security Classification.” The detailed collection, use, and safeguarding of “highly restricted” data is outlined in Operating Instruction 5.23.3.1 “Information Security Controls.” Minnesota State has robust processes in place to maintain the confidentiality of data, as well as to prevent, control, and minimize the impacts of any security incidents.

Q: How long will the data be kept?
A: Minnesota State will use the data collected by this tool for the benefit of the health and safety of our students, faculty and staff. We will maintain the data as long as necessary to safeguard our students, faculty and staff and we will destroy the data when we have determined it is no longer needed. The tool does not store passwords and cannot email sensitive data. In addition, no data is stored on the device that is used to access the assessment.

Q: When will the tool be available?
A: The screening tool was implemented on Monday, August 10.
Students who become aware of a possible COVID-19 infection or test positive for COVID-19 should notify their faculty. The faculty should notify their Dean and Safety Department at https://webapps.sctcc.edu/covid_tracking/.

Employees who become aware of possible COVID-19 infection or test positive for COVID-19 should contact their supervisor who will contact HR. The Safety Office and HR will determine a plan for quarantine, sanitation, and safe return.

Employees should use the COVID@sctcc.edu email address to submit concerns and questions related to the COVID-19 Pandemic. This email address is specifically for SCTCC employees to use and is accessed by IT, Safety & Security, Human Resources, and the Vice President for Administration.

MDH provides contact tracing services for lab-tested COVID-19 positive cases, however, in cases where a campus is notified before MDH receives test results, the Safety Office and HR will immediately make preliminary notifications to students, staff, or faculty who may have been exposed.

In cases of exposure, actions will be taken to disinfect affected areas per CDC guidelines.

Through contact tracing, anyone who was exposed to the reported COVID-19 case will be contacted directly by MDH after the case is confirmed. Campus-wide notifications will not be sent. Rather, those who have been identified through contact tracing will be notified.

Upon receiving notification of a potential campus COVID exposure, the Safety and Security Director will promptly notify appropriate administration and union representatives.
Minnesota State Colleges and Universities in cooperation with MDH has adopted a decision framework to inform response to COVID-19 cases on campus and changes in community spread. Mitigation strategies are triggered by criteria that consider rates of contact and isolation, spread in the K-12 system, levels of available PPE, campus spread, and other factors.

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

Updated December 9, 2020

This document was originally shared on August 19, 2020, and has been updated to reflect current executive orders and guidance from Minnesota Department of Health (MDH).

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 (Scenario 2) strategies assume that the green (Scenario 1) strategies 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.

This document was updated in response to executive order 20-99, issued on November 18, 2020, and in response to updates to the Minnesota Department of Health’s (MDH) “Recommendations for Different Levels of COVID-19 Transmission Among Higher Education Institutions” (https://www.health.state.mn.us/diseases/coronavirus/schools/iherecs.pdf). The primary changes were to update the guidance under scenario 4 and to add a scenario 5. Per the MDH guidance, colleges and universities must implement Scenario 4 mitigation efforts for the four weeks from Friday, Nov. 20, 2020, at 11:59 p.m. through Friday, Dec. 18, 2020, at 11:59 p.m.

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
- Communication strategies to establish and enforce new norms around mitigation strategies
- Physical distancing implemented in campus spaces
- 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](https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html))
## Transmission Levels and Decision Points

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<td>• Communicate test results</td>
<td>• Informed of campus COVID-19 positive tests and incidence trends</td>
</tr>
<tr>
<td>Transmission levels seen as manageable</td>
<td>• Follow COVID-19 Preparedness Plan, including the identification of those</td>
<td>• Coordinate contact tracing</td>
<td>• Informed of campus mitigation efforts</td>
</tr>
<tr>
<td>Indicators</td>
<td>counties for which the campus will actively track transmission trends</td>
<td></td>
<td>• Track and monitor risk indicators</td>
</tr>
<tr>
<td>• Contacts can be identified at the</td>
<td>• Implement social distancing</td>
<td></td>
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<tr>
<td>time of interview</td>
<td>• Work with MDH/LPH on contact tracing, as needed</td>
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<tr>
<td>• Isolation and quarantine &lt;50% full</td>
<td>• Additional scenario 1 actions as recommended by MDH guidance</td>
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<tr>
<td>• K-12 indicators &lt;10 cases per</td>
<td></td>
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<tr>
<td>10,000 over two week period</td>
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<tr>
<td><strong>Yellow (Scenario 2): Medium Transmission</strong></td>
<td>• If two or more indicators are met, consult with the chancellor on changes in campus mitigation efforts</td>
<td>• Communicate test results</td>
<td>• Consult with campus president on changes in campus mitigation efforts</td>
</tr>
<tr>
<td>Transmission levels are beginning to</td>
<td>• Consider extra communication and precautions for high risk individuals</td>
<td>• Coordinate contact tracing</td>
<td>• Informed of campus COVID-19 positive tests and incidence trends</td>
</tr>
<tr>
<td>tax campus resources.</td>
<td>• Consider cancelling events and activities that bring larger groups of students together</td>
<td>• Recommend additional mitigation and testing strategies</td>
<td>• Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.</td>
</tr>
<tr>
<td>Indicators</td>
<td>• Consider roll back measures limiting social and activity gatherings to no more than 10 individuals, indoors and outdoors</td>
<td>• Provide testing and PPE consultation and support</td>
<td></td>
</tr>
<tr>
<td>• Infections continue increasing over</td>
<td>• Ramp up capacity for isolation and quarantine options</td>
<td>• Recommend and coordinate supplemental isolation and quarantine capacity in community.</td>
<td></td>
</tr>
<tr>
<td>14-day period in the county(ies) as</td>
<td>• Additional scenario 2 actions as recommended by MDH guidance</td>
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<tr>
<td>identified in local Preparedness Plan</td>
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<tr>
<td>• &gt;1% of campus students infected</td>
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<tr>
<td>within 14-day period</td>
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<tr>
<td>• &gt;5% of campus cases have unknown</td>
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<td>links to another case over 7-day</td>
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<td>period</td>
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<tr>
<td>• 50-75% of your isolation and</td>
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<tr>
<td>quarantine beds are full</td>
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<tr>
<td>• Routine testing capacity starting</td>
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<tr>
<td>to be a concern</td>
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<tr>
<td>• Less than 14 days of PPE remaining</td>
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</tbody>
</table>
- Other internal metrics are of concern (e.g. increase in employees out sick)
- K-12 indicators 10-30 cases per 10,000 over a 14-day period

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Transmission levels have further depleted or exhausted institutional resources.</td>
</tr>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>Infections continue to increase over two-week period after Yellow/Scenario 2 mitigation efforts put in place</td>
</tr>
<tr>
<td>&gt; 3% of campus students are infected within a 14 day period, considering where spread is occurring</td>
</tr>
<tr>
<td>&gt; 75% of isolation and quarantine beds are full</td>
</tr>
<tr>
<td>Lack of adherence to mitigation strategies</td>
</tr>
<tr>
<td>Other internal metrics of capacity and staffing suggest additional mitigation is needed</td>
</tr>
<tr>
<td>K-12 indicators &gt; 30 cases per 10,000 over a 14-day period</td>
</tr>
<tr>
<td>If two or more indicators are met, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations.</td>
</tr>
<tr>
<td>Communicate test results</td>
</tr>
<tr>
<td>Coordinate contact tracing</td>
</tr>
<tr>
<td>Recommend additional mitigation and testing strategies</td>
</tr>
<tr>
<td>Provide testing and PPE consultation and support</td>
</tr>
<tr>
<td>Recommend and coordinate supplemental isolation and quarantine capacity in community.</td>
</tr>
<tr>
<td>Consult with campus president about suspending in-person activities and shifting to remote-only operations</td>
</tr>
<tr>
<td>Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.</td>
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<tr>
<th>Deep Orange (Scenario 4): Sustained High Level of Community Transmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission levels have seriously depleted or exhausted institutional, community or state resources, or the state is experiencing extensive community wide spread.</td>
</tr>
<tr>
<td>If mitigation efforts do not improve, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations.</td>
</tr>
<tr>
<td>Recommend suspending in-person activities and shifting to remote-only operations</td>
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<tr>
<td>Consult with campus president about suspending in-person activities and shifting to remote-only operations</td>
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<td>Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations.</td>
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</table>
Extracurricular activities/clubs/organizations should be significantly scaled back in terms of attendance, frequency of meeting, and moved to virtual wherever possible; consider postponing or canceling where feasible.

- MDH strongly recommends imposing a campus curfew of 10 p.m. to 4 a.m.
- Additional scenario 4 actions as recommended by MDH guidance.

<table>
<thead>
<tr>
<th>Red (Scenario 5): Sustained High Level of Transmission at Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission levels have exhausted institutional resources.</td>
</tr>
</tbody>
</table>

- If the above mitigation efforts have not resulted in an improvement over a two- to three-week period after Scenario 3 or 4 has been put in place, consult with the chancellor about moving to online only until the next semester or after break.

- Consult with campus president about suspending in-person activities and shifting to remote-only operations
- Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.
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, orange, or deep 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, state officials, statewide bargaining unit leadership, statewide student association leadership, state officials, and state and federal legislative delegations.
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 canceling 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
- 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](https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html))

Minnesota State is an affirmative action, equal opportunity employer and educator.
## Transmission Levels and Decision Points

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| **Green (Scenario 1): Low Transmission**  
Transmission levels seen as manageable indicators  
- Contacts can be identified at the time of interview  
- Isolation and quarantine <50% full  
- K-12 indicators <10 cases per 10,000 over two week period | - Assign a designated point of contact and contact tracing support roles  
- Follow COVID-19 Preparedness Plan, including the identification of those counties for which the campus will actively track transmission trends  
- Implement social distancing  
- Work with MDH/LPH on contact tracing, as needed  
- Additional actions as recommended by MDH guidance | - Communicate test results  
- Coordinate contact tracing | - Informed of campus COVID-19 positive tests and incidence trends  
- Informed of campus mitigation efforts  
- Track and monitor risk indicators |
| **Yellow (Scenario 2): Medium Transmission**  
Transmission levels are beginning to tax campus resources. Indicators  
- Infections continue increasing over 14-day period in the county(ies) as identified in local Preparedness Plan  
- >1% of campus students infected within 14-day period  
- >5% of campus cases have unknown links to another case over 7-day period | - If two or more indicators are met, consult with the chancellor on changes in campus mitigation efforts  
- Consider extra communication and precautions for high risk individuals  
- Consider cancelling events and activities that bring larger groups of students together  
- Consider roll back measures limiting social and activity gatherings to no more than 10 | - Communicate test results  
- Coordinate contact tracing  
- Recommend additional mitigation and testing strategies  
- Provide testing and PPE consultation and support  
- Recommend and coordinate supplemental isolation and quarantine capacity in community | - Consult with campus president on changes in campus mitigation efforts  
- Informed of campus COVID-19 positive tests and incidence trends  
- Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership. |
- 50-75% of your isolation and quarantine beds are full
- Routine testing capacity starting to be a concern
- Less than 14 days of PPE remaining
- Other internal metrics are of concern (e.g. increase in employees out sick)
- K-12 indicators 10-30 cases per 10,000 over a 14-day period

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<td>If two or more indicators are met, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations</td>
</tr>
<tr>
<td>Cancel all extracurricular activities</td>
</tr>
<tr>
<td>Work with MDH/LPH on contact tracing, as needed</td>
</tr>
<tr>
<td>Provide isolation and quarantine options</td>
</tr>
<tr>
<td>Consider scaling back in-person student support services</td>
</tr>
<tr>
<td>Consider canceling specific class sections or campus events</td>
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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 or 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.
Definitions

‘Cases’ for reporting and initial media inquiries: Positive Test Result as reported to the college or university by public health officials or the individual/student

1) College/university has reported that XX COVID-19 cases among individuals associated with our campus (including students and employees).

2) Of these individuals, XX were infectious while on campus.

Cumulative numbers will be for the start of the fall term, August 24, 2020

Student Population Baseline: Students who are or may routinely be on campus

1. Live on campus, or
2. Have face-to-face coursework, programming, or other on campus activities, or
3. Have reasonable access to campus and may access campus facilities, seek on campus, face-to-face services or participate in on campus, face-to-face activities. (Those residing within 60 minutes of campus)

Decision Tree – Weekly Case Reporting

Learn of COVID-19 “Case”

From Public Health Officials? Yes

NO

From individual reporting a positive test result? Yes

NO

From individual with symptoms or diagnosis? Yes

Monitor
Do not count or report as a Case

Is Student part of Student Population Baseline*? Yes

Count as “Case” (1)

Was Case Infectious While on Campus? (2)

Count as “Infectious While On Campus”

Support Contact Tracing and Notifications

Review context and setting of case, exposure, and transmission.
Log and track with other campus indicators such as:
• Active case associated with exposure
• Active case associated with COVID-19
• Course section or campus residence impacted by COVID-19 and impacted or isolated
• Others isolation or notice

* Student Population Baseline: Students who are or may routinely be on campus
1. Live on campus, or
2. Have face-to-face coursework, programming, or other on campus activities, or
3. Have reasonable access to campus and may access campus facilities, seek on campus, face-to-face services or participate in on campus, face-to-face activities. (Those residing within 60 minutes of campus)
Calculating Infectious Period

Starts:
- 2 days prior to the onset of symptoms, OR
- 2 days prior to date of sample being taken

Through end of Isolation: All three things are true:
1. Individual feels better, cough, shortness of breath, or other symptoms are better; and,
2. It has been 10 days since they first felt sick; and,
3. They have had no fever for the last 24 hours, without using medicine that lowers fever.
APPENDIX E – EMPLOYEE RIGHTS

EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED family and MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

- PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and #5 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

- ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

- QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

- ENFORCEMENT
The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
APPENDIX F – RESUMING IN-PERSON INSTRUCTION

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue to practice physical distancing, implement or continue cleaning protocols, and provide clear communication to students, faculty, and staff about what will be required to participate in any in-person instruction.

The guidelines below provide general information for instruction.

In general, all students, faculty, staff and others in the campus community are expected to:

- Stay at home if you are sick or not feeling well,
- 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,
- Cover your coughs and sneezes,
- Practice physical distancing by keeping at least 6 feet of space between people,
- Clean and disinfect frequently touched surfaces
- Wear cloth face coverings
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath,
- Monitor health, speak up and act to the well-being of yourself and others, and
- Take ethical responsibility for yourself, friends, family and our communities.
- When not on campus, everyone should practice physical distancing when out in public, and wear masks.

For students, do not cluster beyond study needs outside of class and if in those groups, keep the groups small, wear face coverings, and practice physical distancing.

For in-person instruction:

- Reach out to the Dean of your program/department with questions and make determinations about any symptoms that may prevent a student from attending in-person. The required online screening tool will assist you in making these decisions.
- Communicate clearly to students and faculty about the necessity of following the identified protocols to ensure individual and class health and safety.
- Communicate the requirement to complete the screening tool prior to coming on campus. The link to the screening tool is located HERE.
- Class sizes should be no more than 25 people unless the classroom has been evaluated and an exception approved. COVID-19 occupancy is available in the room scheduling software.
- Explore hosting smaller classes in larger rooms.
- Explore classroom arrangements that allow for more space between students; spread out desks, tables, equipment and chairs.
- If students need to work in pairs or in small groups, make the pairings consistent for the duration of the in-person coursework to minimize contact with multiple individuals.
- Have multiple time slots for a class; split up and stagger sessions.
- Have multiple venues for one class.
• Instruct all involved, students, faculty, staff and others, to wash their hands, cover their coughs and practice physical distancing.
• Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
• Instruct all involved, students, faculty, staff and others, to wipe down frequently touched surfaces including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc.
• Direct all to wash hands after session.

**Personal Protective Equipment (PPE):**

• Utilize PPE normally required for the performance of the duty or task.
  • Questions on these should be directed to individual supervisors.
• There is no recommendation by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for the use of PPE (surgical or N95 masks) by the general public to include a classroom setting. These should be reserved for healthcare providers and first responders.
• Explore hosting classes outdoors, when possible.
APPENDIX G – SCREENING STUDENTS / EMPLOYEES

As required by Minnesota State, 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. Although it is expected that the screening tool be filled out PRIOR to arrival on campus, certain situations may exist where users do not have access to technology at home and may have to complete the screening tool on campus. Kiosks have been installed at the following areas to assist with the completion of the screening tool on campus:

- Northway Building (Inside Door 1)
- Heartland Building (Inside Main Entrance)
- Health Science Building (Inside Main Entrance)
- Administration Building/Customized Training (Inside Main Entrance)

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

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

- The employee is expected to take affirmative steps to obtain a medical diagnosis as to whether they have, or still 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, while they are taking affirmative steps to obtain a medical diagnosis.
- 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.
- 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.
- 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.
- 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:

- 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.
- May be subject to disciplinary action, up to and including discharge.
- 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.
- Upon the first instance of refusing to complete the health screening, an employee may request a meeting with Human Resources for an explanation of the health screening requirement and to present the employee’s side of the story and/or explain the employee’s reasons for refusing to comply. Employees will be placed in pay status for the period of the meeting. The employee may have union representation at the meeting.

**STUDENTS, FACULTY, OR STAFF IN CLINICAL SETTINGS**

Students and employees who participate in or facilitate i) the delivery of an education program that involves working with COVID patients in a clinical setting or ii) the delivery of college or university sponsored medical services to such patients, are required to complete the screening tool, but are allowed to come to campus, provided that i) these individuals wear appropriate personal protective equipment during all such contacts with COVID patients, ii) these individuals have not been in close contact with a positive or pending COVID case outside the clinical setting, and iii) they are not exhibiting symptoms. In these cases, individuals can answer "no" to the screening question related to being in close contact with COVID case.
APPENDIX H – CAMPUS SIGNAGE

Before Coming to Campus:
Complete the Health Screening!
minnstate.edu/CV19-SCTCC

Prevent the Spread
of COVID-19, colds, and flu

Cover Your Cough
When you cough or sneeze, cover your mouth and nose with a tissue, or cough or sneeze into your upper sleeve, not your hands.

Wash Your Hands
Wash your hands after coughing or sneezing. Use soap and warm water for 20 seconds or clean with alcohol-based hand sanitizer.

Stay Home When Sick
If you have a temperature, new cough, shortness of breath, or were exposed to someone who tested positive for COVID-19 in the past 14 days, stay home.

Face Coverings
Simple cloth face coverings slow the spread of viruses and prevent transmission from people who may have COVID-19 and do not know it. Help keep others healthy!

#MasksUpClonesUp
Cyclones Wear Because We Care

Stay updated at scctc.edu/Fall

#MasksUpClonesUp
& Physical Distance!

Please keep a distance of 6' between you and others.

For the health & safety of the SCTCC community, masks are required on campus.

DON’T FORGET TO SANITIZE!

#MasksUpClonesUp
Cyclones Wear Because We Care
APPENDIX I – ADDITIONAL RESOURCES

GENERAL

www.dli.mn.gov
https://www.minnesota.edu/sites/default/files/2020-03/CDC%20What%20you%20need%20to%20know%20fact%20sheet.pdf

HANDWASHING


RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

PHYSICAL DISTANCING

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

HOUSEKEEPING

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

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

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf

ENDING HOME ISOLATION

### APPENDIX J – EMERGENCY RESPONSE TEAM

Thank you to the following individuals that have been engaged as Emergency Response Team members. These members have served as liaisons to their constituency groups and have provided input and feedback since the beginning of the pandemic.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Role/Position Description</th>
<th>Role/Position Title/Supervisor/Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Baugh</td>
<td>Director of Financial Aid</td>
<td>Matt Klinkhammer</td>
</tr>
<tr>
<td>Tim Furr</td>
<td>Chief Information Officer</td>
<td>Aguirre Reese</td>
</tr>
<tr>
<td>Jacob Bertram</td>
<td>Student Senate President</td>
<td>Lori Kloos</td>
</tr>
<tr>
<td>Owayne Hickman</td>
<td>Automotive Service</td>
<td>Betty Streihlow</td>
</tr>
<tr>
<td>Matt Klinkhammer</td>
<td>Marketing Specialist</td>
<td>Ewan Strehlow</td>
</tr>
<tr>
<td>Annesa Cheek</td>
<td>President</td>
<td>Debra Leigh</td>
</tr>
<tr>
<td>Nate Hiemenz</td>
<td>Adm. Support to the</td>
<td>Nicholas Sucha</td>
</tr>
<tr>
<td>Ed Tillman</td>
<td>Biology Instructor</td>
<td>Nate Hiestand</td>
</tr>
<tr>
<td>Deb Holstad</td>
<td>Director of Human</td>
<td>Melissa Lindsey</td>
</tr>
<tr>
<td>Annessa Cheek</td>
<td>President</td>
<td>Jason Theisen</td>
</tr>
<tr>
<td>Shanda Davis</td>
<td>Dean of Business,</td>
<td>Ken Matthews</td>
</tr>
<tr>
<td>Anna Driessen</td>
<td>Information</td>
<td>Ken Matthews</td>
</tr>
<tr>
<td>Carol Brewer</td>
<td>Director of Safety and</td>
<td>Sara McDonald</td>
</tr>
<tr>
<td>Diane Illies</td>
<td>Business Manager</td>
<td>William Tuoy-Giel</td>
</tr>
<tr>
<td>Shauna Keeley</td>
<td>Building Maintenance</td>
<td>Master</td>
</tr>
<tr>
<td>Bill Hutchison</td>
<td>Registrar</td>
<td>Electrician</td>
</tr>
<tr>
<td>Robert Muster</td>
<td>Director of Recruitment</td>
<td>Kerby Plante</td>
</tr>
<tr>
<td>Susan Jordahl</td>
<td>Director of K-12</td>
<td>Director of Accessibility and</td>
</tr>
<tr>
<td>Jennifer Erickson</td>
<td>Training</td>
<td>Student Support Services</td>
</tr>
<tr>
<td>Vicky Kapitzke</td>
<td>Director</td>
<td>Sarah Possail</td>
</tr>
<tr>
<td>Connie Frisch</td>
<td>Director of Nursing</td>
<td>Arlene Williams</td>
</tr>
<tr>
<td>Shaun Keeley</td>
<td>Interim Campus Life</td>
<td>SCTCC Foundation Director</td>
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