



St. Cloud Technical & Community College COVID-19 Back-to-Campus Preparedness Plan

St. Cloud Technical & Community College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*. We are all responsible for implementing this plan. 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. **This plan addresses the resumption of face-to-face classes in response to Executive Order 20-52. That order allows the resumption of courses where students in their last semester need on-campus instruction in order to meet graduation requirements. The plan will need additional modification if face-to-face courses are needed for summer session 2020. Support services that are currently operating online will remain in that mode.**

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

Employees that can continue to effectively work remotely should continue that practice. If the employee feels they must be on campus, they must receive approval from their supervisor.

We take seriously the safety and health of our students and employees. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for those exhibiting signs and symptoms of COVID-19

Employees and students have been informed that they are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the health status of employees and students prior to entering campus and for employees and students to report when they are sick or experiencing symptoms.

Employees and students should NOT come to any campus location if they are sick and/or believe any of these conditions apply to them: 1) they have a temperature or fever greater than 100.4 degrees 2) they have a new or worsening cough 3) are experiencing shortness of breath and/or 4) have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

For students/faculty in the classroom and/or lab setting:

Before a student enters a classroom or lab, the faculty should ask the following questions to confirm:

- (1) Do you have a temperature or fever greater than 100.4 degrees?
- (2) Do you have a new or worsening cough?
- (3) Are you experiencing shortness of breath?
- (4) Within the last 14 days, have you been exposed to anyone who has tested positive for COVID-19?

If they answer “no” to all questions, the student may enter/remain in the program space. If they answer “yes”, the student must leave the premises immediately. If they need to wait for a ride, they should be directed to stay by the door they entered, maintaining social distancing, until their ride arrives. Faculty should report such an incident to the Safety Administrator immediately at 320-308-6158.

For employees:

Employees must follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or on campus. If an employee feels sick and/or feels that any of the four criteria outlined above apply to them, they must notify their supervisor immediately and contact HR at 320-308-3227 or 320-308-5464. They may be required to complete COVID-19 related leave paperwork. If the employee is on campus when he/she feels sick and/or feels any of the above criteria applies to them, they must contact HR and leave campus immediately. The employee and/or supervisor should report such an incident to HR immediately.

St. Cloud Technical & Community College, through Minnesota State and Minnesota Management and Budget, has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Any employee with questions about these policies should contact Human Resources.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions should contact Human Resources to discuss the proper course of action.

The policy of St. Cloud Technical & Community College is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time.

Handwashing

Basic infection prevention measures are being implemented at our campus at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers have been placed in all occupied office space and lab spaces where instruction will take place. Additional hand sanitizer dispensers are available through facilities if needed. Wall-mounted hand sanitizer dispensers are placed outside of labs and restrooms (Sanitizers must be of greater than 60% alcohol.)

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places. Signs have been placed throughout the college as reminders of this practice.

Masks or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees, when in public spaces, and students are required to wear a mask or cloth face covering to prevent the spread of COVID-19. Employees do not need to wear a mask if working in an office, storage, or mechanical room. We encourage all students, staff, and faculty to arrive to campus with a cloth face covering, however, SCTCC has masks available to provide to employees and students who may arrive without one. The masks need to be reused daily unless they become damaged or dirty to ensure that we have an adequate supply.

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 covering **does not** protect you from others who may spread the virus. So, whether or not you wear a mask or cloth face covering, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask or cloth face 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 anyone who is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance.

Social distancing

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

1. Employees that can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus, consider the necessity of the visit and an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between one another
5. Be aware of and avoid crowded spaces including break or lunchroom areas, elevators, and restrooms
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Masks or cloth face coverings are required for spaces where social distancing cannot be maintained.
9. All students are required to bring their own cloth masks and wear them whenever they are on campus. Labs will have wipes, hand sanitizer, disinfectant, gloves and rags.
10. SCTCC will remove chairs from tables and workstations, to increase seating spaces to 6 feet apart as well as rearrange utilized areas as needed to provide safe spacing.

11. Interactions with the public will remain mostly online at this time. If employees are in an area that has contact with the public, signs and barriers will serve as a reminder for proper social distance length. Sneeze guards will also be set-up where determined to be necessary.
12. Students should report any concerns to their faculty who will forward them to the Health and Safety Officer. Employees should report concerns to their supervisor. Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and general cleaning such as vacuuming, sweeping, mopping, dusting, restroom cleaning, etc. by our GMW staff at night. During the day, maintenance staff will regularly disinfect all public surface areas such as door handles, sinks, counters, hand dryers, restroom fixtures, elevator panels, railings, and other surfaces. Hillyard QT-3 will be used as the primary disinfectant. The disinfecting of equipment, tools and machinery in labs is the responsibility of faculty and students as determined by usage. Faculty and staff will also be responsible for frequent cleaning and disinfecting of high-touch areas in their occupied space such as door handles, phones, keyboards, touch screens, controls, printers and copy machines, credit card readers, delivery equipment, etc.

Communications and training

This plan was communicated through zoom meetings, website, all-campus email, and other forms of official college communication to all employees and students beginning May 14, 2020. Training was provided to staff performing cleaning duties on March 16, 2020. Subsequent training sessions were held for staff that were not present for the initial session. The supervisor reviews areas to ensure they are cleaned to the standards. Employees seeking additional training regarding any area of this plan should contact the Safety Administrator at 320-308-6158.

This plan has been certified by St. Cloud Technical and Community College leadership and was shared and posted throughout the campus community on May 18, 2020. It will be updated on the website, <https://www.sctcc.edu/covid-19-resources> , as necessary.

Certified by:



St. Cloud Technical and Community College President

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

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

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

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

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf