



Central Lakes College COVID-19 Back-to-Campus Preparedness Plan

Central Lakes College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. We have involved our employees in this process by involving CLC's Pandemic Team, building from individual department plans for instructional alternate delivery plans, and departmental/employee tele-work plans. Regular Town-Hall Forums, email communication, and feedback from CLC employees and students have also informed this plan. Central Lakes College leaders and supervisors have our full support in enforcing the provisions of this policy.

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

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

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

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

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

The following information has been, and will continue to be shared with employees and students, prior to coming on campus.

Pre-activity communication includes:

- Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility.
- Stay at home if you are sick or not feeling well,
 - Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
 - Contact a healthcare provider should symptoms persist or worsen.
- 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 social distancing by keeping at least 6 feet of space between people.
- Face covers are required in all in-door settings and outdoor settings where social distancing cannot be maintained.
- Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath. If you are not well in anyway, stay home.
- Monitor your own health, speak up and act to the wellbeing of yourself and others, and take ethical responsibility for yourself, friends, family, and our communities.

Screening Tool and Door Entries

Everyone who accesses college property is required to complete the screening tool DAILY. The screening can be completed at home before leaving for CLC, (preferred to prevent backlogs at the doors), or can be completed at CLC. Signage at each of the doors designated below contain the QR code with a link to the screening tool. It is also available on CLC's website and at https://mnscu.co1.qualtrics.com/jfe/form/SV_cU5VKotg0IaFckl. If someone does not have the necessary technology to complete the survey, they can complete the screening questions on a paper form at the Welcome Center (we will have paper copies at the doors during the first few weeks of the semester). All employees, students and visitors entering CLC must complete the screening tool on a daily basis. This applies to outdoor events as well.

If an individual becomes sick during the day, ask them to go home.

NOTE: It is also important to remind students and staff that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.

Follow-Up: At the conclusion of each session of in-person, face-to-face activities instructors, faculty, or supervisors are asked to:

- Wipe down any surfaces they may have touched
- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.

Employees must work with their supervisor and submit the COVID pre-approved leave form to Kristi Lane in Human Resources for pre-approval. Once approved, HR will communicate with employee and supervisor on how to request the leave and which code to use.

[Link to Paid COVID-19 Leave Policy](#)

[Link to Paid COVID-19 Leave Request Form](#)

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members, who will then report to Matt Krueger and Joy Larson, and follow up with the appropriate agencies as necessary.

Central Lakes 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. Sick leave per applicable collective bargaining agreement/plan, the Family Medical Leave Act (FMLA) and COVID-19 Leave [Link to Paid COVID-19 Leave Policy](#). Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. [Link to Paid COVID-19 Leave Policy](#)

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented, by working with the employee's supervisor and Human Resources.

The policy of Central Lakes 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.

Central Lakes College has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

Upon learning of the first report of a first person (a student, staff/faculty member who is presumed COVID-19 positive) exposure, Central Lakes College will send out an email to employees/students using the modified Minnesota State templates.

- The notification will go out (via email) whether we learn of the exposure through the Minnesota Department of Health or if the exposure is self-reported. A notification will go out when we learn of a presumptive positive.
- In accordance with HIPPA requirements, the individual will not be named, and the privacy of the individual will be protected.
- The notification will be made if the person has been physically present or had contact with college personnel on either campus within the prior 14 days. (For example, if the person has not been on campus or had contact with CLC employees/faculty/students since the start of spring break, no notification will be made).
- Notification will indicate on which campus the individual had contact with college personnel, including notification to any partners who may have been exposed.
- CLC will only make additional notifications to personnel of additional cases in specific, necessary situations when a large portion of personnel may have been exposed on a case by case basis.
- Matt Krueger will be CLC's primary contact with MN Department of Health/Local Department of Health regarding COVID-19 reports, and Joy Larson will be CLC's secondary contact.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. HR will maintain health information in a confidential medical file within the personnel file.

Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in each restroom and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol). CLC has posted Handwashing posters, from reliable sources such as the CDC, MDH, etc. around CLC campuses in a variety of locations. Additionally, CLC continues to communicate good hygiene practices in emails, on the CLC web-site, and in communications with employees and students.

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. CLC has posted Respiratory etiquette posters, from reliable sources such as the CDC, MDH, etc. around CLC campuses in a variety of locations. Additionally, CLC continues to communicate good hygiene practices in emails, on the CLC web-site, and in communications with employees and students.

Masks or cloth face coverings must be worn to help control infection from people who may be infected but are asymptomatic. Employees and students are required to wear a mask or cloth face covering to prevent the spread of COVID-19.

Here are a few important things to keep in mind:

- Masks or cloth face coverings help with preventing you 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. It is not a substitute for hygiene and social distancing so you still need to wash your hands frequently, cover your cough, and keep at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.
- **Do not buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A mask or cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

Social distancing

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

1. Employees that can work remotely should continue to do so.

2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus, consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors at all times.
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are required.
9. CLC provided cloth masks to all CLC employees and students. CLC has distributed written CDC guidance with regard to the use and cleaning of the cloth masks. In addition, CLC academic programs created return-to-instruction plans, specifying PPE requirements and cleaning/disinfecting supplies. Academic Affairs and Safety/Security and Facilities staff have reviewed all plans, and provided the required PPE and cleaning/disinfecting supplies, following guidance from CDC, MDH and the Minnesota State System Office.
10. CLC academic programs created return-to-instruction plans, specifying social distancing, physical workplace changes, class rotations, etc. Academic Affairs, Technology and Safety/Security and Facilities staff have reviewed all plans, and have assisted with the plans for social distancing (i.e. removing computer stations/seating). CLC has placed signage limiting the number of people in restrooms, and reminding of appropriate social distancing requirements. CLC has placed plexiglass barriers at the CLC Welcome Centers, Bookstores, Testing Centers/Libraries, and other locations around campus and will continue to evaluate additional needs. CLC has reviewed classroom, shop and lab sizes for appropriate numbers of students, with the social distancing guidelines from CDC, MDH and Minnesota State. CLC has also evaluated commons spaces (i.e. Cafeteria, Library, Computer Commons) to determine appropriate capacities, considering social distancing guidelines.
11. CLC's employees are teleworking to the extent possible. There are limited in-person services with students and the public, with the majority of student and public support occurring remotely (i.e. email, chat, telephone). Social distancing signage and barriers are placed at specific office locations (i.e. Welcome Center, Computer Commons, Testing Center) for the health and safety of employees and students.
12. CLC employees that have concerns can talk directly with their supervisor or Human Resources. Students that have concerns can talk directly with their faculty, Counseling, or can follow the Student Concern process. CLC has provided information relative to mental health support for students and employees via email, web-site and also through social media.

Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, restrooms, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as common phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. Employees are asked to contribute to this effort in their own workspaces. Cleaning supplies have been distributed and are available by contacting Facilities and Maintenance.

GMW and Facilities staff are cleaning the CLC buildings on a daily basis, including additional cleaning/disinfecting of restrooms, commons areas, door handles, and other frequently used areas of the building. Additional cleaning/disinfecting supplies have been provided to academic programs, common areas, and departments upon request. CLC uses cleaning products and protocols following the standards/recommendations provided through the Minnesota State Facilities Division. Academic programs that have filed return-to-instruction plans have been provided cleaning/disinfecting supplies, as well as written guidance discussing shared user and custodial responsibility for cleaning and safety protocols. CLC will follow CDC and MDH guidance regarding disinfecting the workplace if an employee or student is diagnosed with Covid-19. Additional hand sanitizing stations and Clorox wipes have been placed at key locations around college buildings.

Communications and training

This plan was initially communicated by posting on SharePoint for CLC employees, and reviewing it with Employee Bargaining Unit Leads on Wednesday, May 13, 2020, and was subsequently discussed with Student Leadership. All employees have access to SharePoint, and the plan will also be discussed at Town Hall Forums, Bargaining Unit and Department meetings during the month of May 2020, or as requested. Necessary training on protocols will be conducted by members of the Pandemic Team, or supervisors as appropriate. Additional communication and training will be ongoing via Town Hall Forums and will be provided to all employees and students who did not receive the initial training upon request. Leaders and supervisors are to monitor how effective the program has been implemented by discussion at Operations Council, Deans/Directors and/or Cabinet meetings. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by Central Lakes College leadership and has now been updated and posted on CLC's web-site (www.clcmn.edu). This plan will continue to be reviewed and updated, as needed.

Certified by:

A handwritten signature in black ink, appearing to read 'Hara Charlier', with a long horizontal flourish extending to the right.

Hara Charlier, CLC 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

Appendix B – Health Screening Tool

The COVID-19 pandemic presents an unprecedented challenge to the State of Minnesota in general and Minnesota State. The virus is highly contagious and potentially deadly. To safeguard the learning environment and the workplace, to the extent reasonably possible, students and employees are required to self-monitor for signs and symptoms of COVID-19, and stay home if sick or experiencing symptoms. Employees are required to report to their supervisor if they are sick. Students who are unable to attend class because they are sick or experiencing symptoms should contact the designated campus individual.

In addition, screening all Minnesota State employees, students and visitors for potential exposure to COVID-19 and symptoms of COVID-19 is a critical tool for minimizing potential exposure in the campus environment COVID-19. Accordingly, all colleges, universities and the system office are required to establish health screening procedures consistent with this operating instruction.

To protect the health and safety of students and employees from the direct threat resulting from the spread of COVID-19 in the workplace to the extent reasonably possible, Central Lakes College is requiring mandatory screening of all employees, students, contractors, and visitors prior to entering campus buildings for potential exposure to COVID-19 and symptoms of COVID-19.

Employees who refuse to complete the screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status.

Students will not be permitted to enter campus buildings if they do not complete and pass the screening. Students who refuse to complete the screening and persist in entering campus buildings may be subject to the Central Lakes College student code of conduct and may be removed from campus.

All employees, students, and visitors are required to wear face covering in all buildings as well as other designated spaces, except in locations or circumstances exempted under Executive Order 20-81.

These operating instructions are subject to change.

Health Screening Protocol and Requirements for Employees and Students

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.

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.

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:

- a. The employee is expected to take affirmative steps to obtain a medical diagnosis as to whether they have, or still have, COVID-19.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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 3 days, 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:

a. 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.

b. May be subject to disciplinary action, up to and including discharge.

c. 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.

d. Upon the first instance of refusing to complete the health screening, an employee may request a meeting with [college/university/system office – name of office] 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.

Tennessee Notice

Central Lakes College is using a health screening instrument as a condition of entering campus buildings:

The data collected about you in this screening process is classified as private under the Minnesota Government Data Practices Act.

We will use this data to screen individuals before they enter campus buildings for potential COVID-19 related health risks to try to avoid the potential of spreading COVID-19. The data helps us to determine

whether risk factors are present and whether you will be denied admission to campus buildings for the protection of Central Lakes College] employees, students and/or other members of the public.

This is not a COVID-19 test and is not a determination of whether or not an individual is infected with, or has been exposed to, COVID-19.

This data will be gathered to determine whether to permit you to enter campus buildings. You are not legally required to provide this data. However, if you refuse to provide the data, you will not be admitted to the any campus buildings. If you are an employee, your refusal to provide the data may also result in employment consequences, as determined by Central Lakes College and as set forth in Central Lakes College's Health Screening Policy. If you are a student, your refusal to provide the data may result in academic or student conduct consequences, as determined by Central Lakes College. The data collected from you may be shared with the Central Lakes College HR staff, safety administrator, and supervisors and managers, authorized individuals at Minnesota State and other persons or entities authorized by law.

Confidentiality of Private Data

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee's individual personnel file, or in a student's official academic records. Health-related information gathered from the health screening will be maintained for at least one year.