



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*. 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 was if you can continue to effectively tele-commute/work remotely then that is the best course of action. Effective July 12, 2021, Central Lakes College will be adhering to Minnesota Management and Budget Telework policy. [Policy Template \(mn.gov\)](#) with respect to employees' return to campus work.

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.

Pre-activity communication includes:

- Your health and safety, and that of all 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 when possible.
- Effective 5/17/2021, Central Lakes College employees and students are no longer required to wear face coverings inside the building. The use of face coverings is recommended for those who are not fully vaccinated against COVID 19. We encourage the wearing of face coverings for other who desire to do so.
- Effective May 23, 2021 completion of the Minnesota State Health Screening Tool will no longer be required to enter Central Lakes College. Signage at all entrances includes reminders for individuals to stay home and not enter campus if they exhibit COVID 19 symptoms.

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.

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.

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.

CLC is maintaining personnel for purposes of contact tracing and notification of COVID exposures. Matt Krueger is CLC's primary contact with MN Department of Health/Local Department of Health regarding COVID-19 reports, and Joy Larson is CLC's secondary contact.

Handwashing

Basic infection prevention measures are always implemented at our campus(es). Employees and students, through signage, 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 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 website, 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 website, and in communications with employees and students.

Masks or cloth face coverings may be worn to help control infection for unvaccinated individuals. Fully vaccinated employees, students and visitors will not be required to wear a face covering, effective 5/17/2021.

Social distancing

Social distancing of 3 to 6 feet continues to be encouraged while on campus, especially in crowded spaces including break or lunchroom, elevators and restrooms.

1. Employees will comply with the MMB Telework policy and work directly with their supervisor/human resources to ensure a gradual, safe move to normal operations, restoring operations to what students need and expect in their pursuit of their educational goals.
2. Effective June 1, 2021, CLC sponsored in person events and meetings in person are permitted inside and outside, with encouraged social distancing and the use of face coverings for non-vaccinated individuals and for those who desire to wear them. Summer camps have submitted COVID mitigation plans for approval by the Pandemic team.
3. Effective July 1, 2021, Central Lakes College will be open for events not affiliated with CLC.
4. Effective July 12, 2021 CLC's employees are gradually returning to work on campus, moving toward more in-person services available for students and the public, Social distancing signage and barriers are placed at specific office locations where there is high public contact (i.e., Welcome Center, Computer Commons, Testing Center) for the health and safety of employees and students. Employees who are comfortable with removing the barriers made requests to have them removed. Effective March 15, 2021, service hours increased from 8:00 a.m. to 4:30 pm Monday through Friday and staffing will increase to meet student face to face demands. Building hours are 7:00 am to 10:00 pm Monday through Thursday and 7:00 am to 5:00 pm Friday, Brainerd Campus. Staples campus hours are 7:00 am-9:00 pm Monday through Thursday, 7:00-5:00 pm Friday. These hours will be maintained through summer, 2021, and revisited for fall semester.
5. 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, website and through social media.
6. Central Lakes College is strongly encouraging vaccination for COVID 19 and sponsored a two-dose Moderna vaccination clinic on campus in May, 2021. CLC continues to explore providing on-campus vaccination opportunities the fall. CLC, in conjunction with MinnState, may

leverage vaccine uptake reporting through MIIC to determine the vaccination levels among employees/students for better fall planning.

Housekeeping

GMW and Facilities staff are cleaning the CLC buildings daily, returning to more routine cleaning and disinfecting of restrooms, commons areas, door handles, and other frequently used areas of the building, per CDC guidelines. Additional hand sanitizing stations and Clorox wipes have been placed at key locations around college buildings.

Communications and training

This plan was communicated by posting on SharePoint for CLC employees and reviewing it with Employee Bargaining Unit Leads on Wednesday, May 13, 2020. All employees were assigned a Return to Campus training module, including this plan, in the online Enterprise Learning Management System Fall semester 2020. The plan was also discussed with Student Leadership. All employees have access to SharePoint, and the plan has been discussed at Town Hall Forums, Bargaining Unit and Department meetings during the month of May 2020 and throughout summer and fall semesters. 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 was shared and posted throughout the campus community on Wednesday, May 13, 2020. It will be updated, as necessary.

Vaccinations

Currently the State of Minnesota is not requiring vaccinations of our students and employees. We are, however, strongly encouraging our employees and students to get vaccinated.

Certified by:



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.

Consistent with the Governor's Executive Order 20-81, 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 EO 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. If 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 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:

- 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 the [college/university/system office] and as set forth in the [college/university/system office'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 the [college/university/system office]. The data collected from you may be shared with the [college/university/system office] 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.