

RETURN TO CAMPUS

COVID-19 Preparedness Plan

Updated July 17, 2020

Check Web Site for Current Version



Contents

Background on Plan and Principles 2

Phased Return to Campus 3

 Employee Work Schedules and Location..... 3

 Telework 3

 Staggered Schedules..... 5

Health and Safety Protocols 5

 Physical Distancing..... 5

 Handwashing 6

 Respiratory Etiquette..... 7

 Cleanliness 7

Screening, Symptoms, and Reporting 8

 Health Screening..... 8

 Policies for Those Exhibiting Signs and Symptoms of COVID-19..... 9

 Reporting COVID-19 Cases and Contact Tracing 10

 Tennessee Notice 10

 Confidentiality of Medical Information 11

Communications and Training 11

Appendix A – Guidance for developing a COVID-19 Preparedness Plan..... 13

 General..... 13

 Handwashing 13

 Respiratory etiquette..... 13

 Social distancing..... 13

 Housekeeping 13

 Employees exhibiting signs and symptoms of COVID-19 14

 Training 14

Background on Plan and Principles

Normandale Community College is committed to providing a safe and healthy environment for our students, faculty, staff, and other members of our campus community. To help ensure that, this Return-to-Campus Preparedness Plan has been developed in response to the COVID-19 pandemic utilizing guidance offered by:

- Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020
- State of Minnesota, Minnesota Office of Management and Budget
- Workgroups of the Office of Higher Education
- Minnesota State Colleges and Universities
- Centers for Disease Control and Prevention
- Minnesota Department of Health

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 other members of our campus community. Only through a cooperative effort can we establish and maintain the conditions that foster safety and health on our campus.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Normandale Community College leaders and supervisors have full administrative support in enforcing it. **As new information emerges, this Plan will be revised as necessary.**

The 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 physical distancing;
- Safety and cleanliness, cleaning, disinfecting and decontamination;
- Health screening for persons entering campus buildings;
- Communications and training for managers and workers; and
- Management and supervision necessary to ensure effective implementation of the Plan.

Phased Return to Campus

Employee Work Schedules and Location

Until such time either the Short Term or the Intermediate Terms below will apply, we expect work that can be completed via telework to continue to be provided via telework until further notice. Employees that are currently teleworking, will continue to telework at least through Fall Semester. Employees may come to campus to work intermittently as required by their job duties and as approved by their supervisor.

Prior to Spring Semester, there will be an assessment. If we are in the Intermediate Term as described below, each department will develop a phased return to campus schedule for its employees. It is Normandale's goal and intention that unless approved by the College's President, work that was primarily completed on-campus prior to the COVID-19 pandemic, will return to campus upon the development and availability of a vaccine once it is proven to protect against the COVID-19 virus (Long Term). All employees are expected to report for work as instructed by their supervisors.

SHORT TERM (no vaccine or antibody testing available): During the immediate timeframe, all work that can be done via telework will remain as telework. Work that is done on campus will abide by all safety protocols, including physical distancing, cleanliness, and hygiene policies herein described.

INTERMEDIATE TERM (no vaccine, but antibody testing is accurate and widely available): During the Intermediate Term, and with the purpose of serving student needs, departments will begin returning to campus using a staggered schedule to ensure all safety protocols are able to be followed. Employees with less than 40 hours of on-campus scheduled time will be allowed to telework for their remaining weekly hours as approved by their supervisor.

LONG TERM (vaccine and antibody testing available): Long Term is generally defined as post-pandemic or, at a minimum, when it is safe to resume all on-campus work and students may safely return to Face-to-Face instruction on campus. Upon such time, this preparedness plan presumably would no longer apply.

Telework

MMB Policy 1422 and NCC Draft Policy 4.6 and Procedure 4.6.1 provides for qualifying employees to complete assigned work responsibilities from a location other than the Normandale

campus. Under these policies, employees will receive information and training on compliance and must continue to comply with and abide by federal, state, and agency rules, regulations, laws, policies, and procedure. Supervisors must continue to provide framework of expectations and support to employees who are working remotely. Technology equipment taken home must be documented the [HR Telework](#) form. As part of successful teleworking arrangements, Normandale will provide telework employees with:

- Reasonable and secure access to Normandale's VPN (virtual private network);
- One (1) laptop with power cord;
- One (1) headset, based on supply chain availability;
- Remote ITS HelpDesk support

Additionally, at Normandale's discretion and determined by need, it may also provide teleworking employees with:

- Ergonomic protections, which may include wrist rests, a mouse pad, a monitor riser, and an approved chair;
- Monitor or Dual Monitors where there is a business-related reason, supervisor approval, and devices are available;
- Where there is a business-related reason and supervisor approval, a laptop replacement for a desktop can be provided to facilitate flexibility in switching between on campus and telework modes;
- Document or web cameras where there is a business-related reason, supervisor approval, and devices are available;
- Equipment permanently mounted in offices, classrooms, and conference rooms may be disassembled for telework use only with the approval of the AVP of Technology or Director of User Services;
- Mouse, keyboards, trackpads, and docking stations from a teleworker's private office setup.

Note that employees who maintain work locations both on- and off-campus may be limited to one set of "additional" equipment, which should be located at the employee's primary work location. (Employee's primary work location may vary depending on the pandemic stage – Short Term, Intermediate Term, or Long Term.)

Upon returning to regular campus work, employees must “check-in” any technology that was “checked-out” to them upon entering into telework arrangements. The process for checking equipment back in will be:

- Email or phone the IT help desk for most current equipment return procedure
- IT will supply instructions as appropriate and may include the following:
 - For equipment taken from individual office workspaces being returned to those same teleworker’s office spaces - IT will schedule an appointment to reconnect any equipment that the teleworker cannot reconnect on their own.
 - Equipment that cannot be sanitized and is not staying with the same teleworking employee’s office setup will be disposed of using normal e-waste handling procedures after an appropriate period of sequester.
 - Equipment being returned to a general use pool will be sanitized before reissue.

Staggered Schedules

Department supervisors will plan employee schedules to allow for employees to resume on-campus responsibilities, as student needs dictate, while fully complying with the safety protocols (physical distancing, cleanliness, and personal hygiene standards) outlined within this Preparedness Plan. Schedule will take into consideration employees deemed as high-risk.

Health and Safety Protocols

Physical Distancing

One on one interactions between students and employees will employ appropriate physical distancing. These controls will be updated as new information emerges. Physical distancing is facilitated on campus through the following engineering and administrative controls:

- Employees who can fulfill their job duties through telework will continue to do so.
- Normandale will offer flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in any particular workspace at one time.
- If required to come to campus occasionally, work with your supervisors to select the time of your visit to limit the number of employees and students on campus at the same time.

- Maintain at least six (6) feet of distance between colleagues, students, and visitors at all times.
- Avoid spaces that can easily become crowded, such as breakrooms, elevators, and restrooms. Observe signs indicating maximum occupancy and social distancing.
- Meetings or gatherings of greater than 25 people must be conducted virtually, and all other in-person meetings should be of extremely limited frequency and duration.
- Those employees who must, as part of their job duties, meet face to face with other employees or students at a distance closer than six (6) feet are required to wear face coverings. Gloves are worn as appropriate. Plexiglas shields or other barriers are installed at service counters.
- All classrooms and meeting rooms have been evaluated and assigned a safe occupancy maximum. The maximum occupancy numbers have been posted outside each classroom and meeting room. Computer and science labs also have modified occupancy to assure physical distancing.
- Office areas have been evaluated and any needed physical distancing modifications have been made. Plastic shields or other barriers have been installed at customer service points of contact have been put in place to assure distancing. Ventilation systems have been assessed and adjusted.
- [Access to the campus](#) will be limited to a certain number of entrances where anyone coming to campus will sign in and be reminded of safety procedures.
- When possible, separate entry and exit doors to classrooms and meeting rooms will be designated. Traffic in hallways will be separated by direction of travel.

Employees, students 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.

Handwashing

All people entering campus facilities will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Employees, students and visitors are instructed to wash their hands (if able) 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, before eating, and after using the toilet.

All workspaces and classrooms have sanitizing supplies and hand sanitizer may be provided as supply chain availability allows. Sanitizers contain 60% or more alcohol.

Respiratory Etiquette

Employees and visitors are instructed to cover their mouths and noses with their sleeves or tissues when coughing or sneezing and to avoid touching their faces, in particular their mouths, noses and eyes, with their hands. Employees, students and visitors must dispose of tissues in the trash and wash or sanitize their hands immediately after coughing or sneezing. Tissues and trash receptacles are available in workspaces and classrooms.

Face coverings or cloth face coverings help control infection from people who may be infected with the Coronavirus but are not experiencing symptoms. ***Employees, students and visitors are required to wear face coverings that cover the mouth and nose in all common areas to prevent the spread of COVID-19.***

Here are a few important things to keep in mind:

- All campus buildings are considered to be Required Face Covering Areas with exceptions for employees working alone in their private offices and for those who cannot wear a face covering for pre-existing health reasons. All employees are expected to wear protective face coverings in any circumstance where social distancing of six feet cannot be maintained.
- Face coverings help prevent germs from infecting others, especially in situations where someone may spread the virus without symptoms.
- Wearing a face covering does not protect the wearer from others who may spread the virus. It is still critical to wash hands frequently, cover coughs and sneezes, and practice physical distancing by keeping at least six feet away from other people.
- People who are sick must stay home. Wearing a face covering or cloth face covering cannot be relied upon to prevent the spread of the virus to others. If employees or students are sick and need to go to the doctor, they should call health their care provider before going in and wear a face covering to the clinic.
- Cell phones, touch screens and other electronic devices should be cleaned with alcohol wipes frequently.

Cleanliness

Work surfaces, equipment, tools and machinery, vehicles, and other surfaces that may lead to the spread of COVID-19 in classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations are regularly cleaned and disinfected. Frequent cleaning and disinfecting will be conducted in all high-touch areas, including phones,

keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. Classrooms are disinfected by Facilities Management staff between classes. Restrooms, offices, corridors and entryways are cleaned and disinfected daily.

Classrooms and meeting rooms are disinfected after use. Disinfectant is provided in classrooms, meeting rooms, and office areas. Disinfecting supplies are provided at copy machines and at any other shared office equipment.

To the greatest extent possible, paper transactions will be avoided and computer kiosks, disinfected after each use, will be used. When paper transactions are necessary, they will be touchless and sanitized pens will be used.

The Facilities Management staff use Dal Pro 256 or Dal Pro 128, hospital grade disinfectant. To effectively disinfect surfaces using these products. The disinfectant solution is applied and allowed to air dry which allows the disinfectant to work. Facilities Management staff have placed spray bottles of disinfectant, paper towels, and directions on how to use this product in office suites so faculty and staff can disinfect their own spaces as necessary. As they become available, disinfecting wipes may be used instead.

Screening, Symptoms, and Reporting

Health Screening

Employees, students and visitors are required to self-monitor for signs and symptoms of COVID-19. If they are experiencing signs or symptoms of COVID-19, they are prohibited from entering Normandale campus buildings. Signs indicating this prohibition will be posted prominently at every entry point. 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.

Current guidance from the Center for Disease Control (CDC) requires employees and students to self-monitor for the following symptoms, when they cannot be attributed to another health condition:

- Cough
- Shortness of breath
- Fever
- Chills
- Headache
- Sore throat

- Muscle pain
- Loss of taste or smell
- Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea

If people have one or more of the symptoms listed above, they may not enter the Normandale Community College’s campus. An additional resource can be found here: *Is it COVID-19?* (<https://mn.gov/covid19/for-minnesotans/if-sick/is-it-covid/>).

Policies for Those Exhibiting Signs and Symptoms of COVID-19

Normandale 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.

Employee who are unable to work, either on campus or via telework, may qualify for one or more of the following leaves:

Paid COVID-19 Leave (MMB Policy 1440): provides for paid leave to be provided for medical, caregiver, or childcare leave related to COVID-19 through the duration of Governor’s Executive Order 20-07. This is expected to expire July 13, 2020. Health, Caregiver, Distance, School, and Agency Closure Leaves related solely to the COVID-19 pandemic are included here.

Sick Leave (MMB Policy 1337): upon expiration of COVID-19 Leave, qualified employees may be able to use their sick leave accruals for absences due to the employee’s own illness, or to provide care to an immediate family member’s illness due to COVID-19. See also, the applicable collective bargaining agreements on sick leave accruals and use of.

Family Medical Leave Act (FMLA) (MMB Policy 1409): FMLA provides up to twelve (12) weeks of job-protected leave of absence (paid or unpaid) to qualifying employees due to: (1) the employee’s own serious medical illness or condition (incapacitating the employee for a period of at least three days); (2) time needed to care for a qualifying family member or covered service member’s serious injury or illness; and (3) birth, adoption, or fostering of a child.

Families First Coronavirus Response Act (FFCRA) Expansion of FMLA Coverage: This federal expansion of FMLA through December 31, 2020, extends job-protected status to absences caused by closure of schools or daycare related to COVID-19. The usual qualifications do not apply and coverage is not limited to 12 weeks.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees who are unable to return to campus due to underlying medical conditions, care for household members with underlying medical conditions, illness or quarantine related to COVID-19, should be provided with the opportunity to complete their assigned responsibilities via Telework Policy. Supervisors should ensure Human Resources is aware of the request so that HR may obtain the appropriate documentation from the employee. In turn, HR should keep the supervisor apprised of all requests and whether they have been approved or not.

Americans with Disabilities Act – Title II (MMB Policy 1358): Employees who require additional equipment or accommodations under the ADA in order to telework will need to file a request with Normandale’s ADA Coordinator (Human Resources) before the request can be approved or fulfilled.

Reporting COVID-19 Cases and Contact Tracing

Employees who test positive for COVID-19, are required to notify Human Resources.

The policy of Normandale 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.

The college will provide contact information to public health agencies who will conduct contact tracing. In order to do this, we will keep a record of people who enter campus buildings and will keep a record of in person class attendance.

By current standards, exposure means being within six (6) feet of a person who has tested positive for more than fifteen (15) minutes.

Tennessee Notice

In the process of granting exceptions to cloth face covering, any health screening or contact tracing, Normandale Community College may have access to private health information. The following Tennessee Notice describes the purpose and intended use of the data that may be collected. It will be posted at entrance sites and in this plan and serve as notice to all employees and students.

The data collected about you 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 Normandale Community 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, including being denied access to campus as set forth in this Preparedness Plan. If you are a student, your refusal to provide the date may result in academic or student conduct consequences, as determined by the Normandale Community College. The data collected from you may be shared with the Normandale Community College HR staff, safety administrator, and supervisors and managers, authorized individuals from the Minnesota State system office and other persons or entities authorized by law.

Confidentiality of Medical Information

All health-related information gathered from any 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. See the MMB Data Protection Policy (MMB Policy 1429) for additional details.

Communications and Training

This COVID-19 Return-to-Campus Preparedness Plan was posted to the employee portal and the college web site on June 30, 2020. The plan, and any updates to it, will be posted to the Intranet in the announcement section and the [COVID-19 updated page](#), and the [COVID-19 webpage](#). Virtual training sessions for employees and students may be provided as needed.

Expectations for respiratory etiquette, handwashing, physical distancing, and housekeeping will be communicated to employees, students, and guests in multiple ways:

- Signs will be posted around campus at all building and service area entrances, restroom and classroom entrances, and inside office suites, classrooms, and restrooms.

- This COVID-19 Return-to-Campus Preparedness Plan will be emailed to all employees and students, posted in the Announcements and [COVID-19 update page](#) of the Intranet, and posted to the [COVID-19 webpage](#).
- Information will be posted to the TV screens across campus.
- A 15- to 20-second reminder noting the information on signs will be read by instructors at the beginning of each in-person, face-to-face course session.

Updates will be provided on an ongoing basis via email, the Intranet, website, text messages, and through virtual training sessions as needed. We will measure the effectiveness of our communications through dashboards in our email communication module, surveys, and campus conversations on video webinars going forward.

The [Advising & Counseling department](#) is available to support students who may have concerns regarding COVID-19. Additional support resources can also be found through the [Student Resource Center](#), [the Campus Cupboard](#) and [the Tutoring Center](#).

For employee concerns and support you can reach out to the [Human Resource department](#), as well as the [Employee Assistance Program \(EAP\)](#) which is a free resource available to all employees.

This plan has been certified by Normandale Community College leadership and was shared and posted throughout the campus community on July 13, 2020. It will be updated as necessary.

Certified by:

Joyce Ester, PhD
 President
 Normandale Community College

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

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