

RETURN TO CAMPUS

COVID-19 Preparedness Plan

Updated December 10, 2020

Check Web Site for Current Version



Contents

Updates Made to Prior Versions of This Plan	4
Background on Plan and Principles.....	5
Phased Return to Campus.....	5
Employee Work Schedules and Location.....	5
Telework	6
Home Office Set-up.....	8
Staggered Schedules	9
Health and Safety Protocols.....	9
Physical Distancing.....	9
Handwashing.....	10
Respiratory Etiquette.....	10
Cleanliness	11
Quarantine.....	11
Screening, Symptoms, and Reporting.....	12
Health Screening.....	12
Policies for Those Exhibiting Signs and Symptoms of COVID-19	12
Reporting COVID-19 Cases and Contact Tracing.....	13
Tennessee Notice.....	14
Confidentiality of Medical Information	14
Communications and Training	14
Appendix A – Guidance for developing a COVID-19 Preparedness Plan	16
General.....	16
Handwashing.....	16
Respiratory etiquette.....	16
Social distancing.....	16
Housekeeping	16

Employees exhibiting signs and symptoms of COVID-19.....	17
Training	17
Appendix B – Transmission Levels and Decision Points.....	18

Updates Made to Prior Versions of This Plan

- July 28 - Revised [Respiratory Etiquette](#) to reflect Executive Order 20-81
- August 15 – Deleted reference to religious exemption for mask mandate
- August 15 – Added information about mandatory online health screening
- August 15 – Added information about reporting student cases to the Dean of Students
- October 9 – Updated telework timeframe to include Spring Semester
- October 9 – Updated campus access to include health screening questionnaire and electronic sign-in.
- October 9 – Added signs outside classrooms indicating when it was last disinfected.
- October 9 – Updated Communication, deleting the need for faculty to read safety announcements to face-to-face classes at every meeting.
- October 11 – Updated Paid COVID-19 leave
- October 14 – Added direction to contact Dean’s Assistant to reserve classrooms for ad hoc use
- October 23 – Revised telework equipment list
- October 23 – Added home office set-up information
- December 10 – Updated quarantine guidelines added
- December 10 – Added decision framework as Appendix B
- December 10 – Clarified “contact” to be 15 minutes over a 24 hour period

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 Spring Semester. Employees may come to campus to work intermittently as required by their job duties and as approved by their supervisor.

Before any return to campus, 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 on the [HR Telework](#) form. As part of successful teleworking arrangements, Normandale will provide telework employees with the equipment described below.

Provided for home use:

- Laptop with Power Cord
- Headset
- Remote ITS Help Desk Support
- VPN (virtual private network)

Additional items Employee may take home from their campus office:

- Keyboard
- Mouse
- Webcam
- Office Chair
- Wrist Pad
- Mouse Pad
- Monitor Riser

What is expected Employees will provide at their own expense:

- Space in their home
- Desk or Workstation
- Internet Access
- Utilities

What Employees Need to Leave on Campus (unless they have supervisor authorization)

- Desk
- Monitors
- Monitor "Arms"
- Sit/Stand Riser
- Hub or Docking Station

All Normandale (state) property is expected to be returned to campus when your telework agreement ends, which is why we strive to provide one of each of the above items, as needed, for the Employee's Primary Work Location.

To the extent you are requesting duplicate items (e.g., double monitors on campus and double monitors at home), you will need to follow these steps:

1. Request and receive approval from your supervisor (decision is based on the departmental budget and business purpose for the request).
2. Request the equipment via ASK US on the Employee Intranet (FIXX for facilities requests and ITS for technology requests).

Request Equipment

- [Request a laptop and other equipment](#)
- [Request other equipment](#)

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:

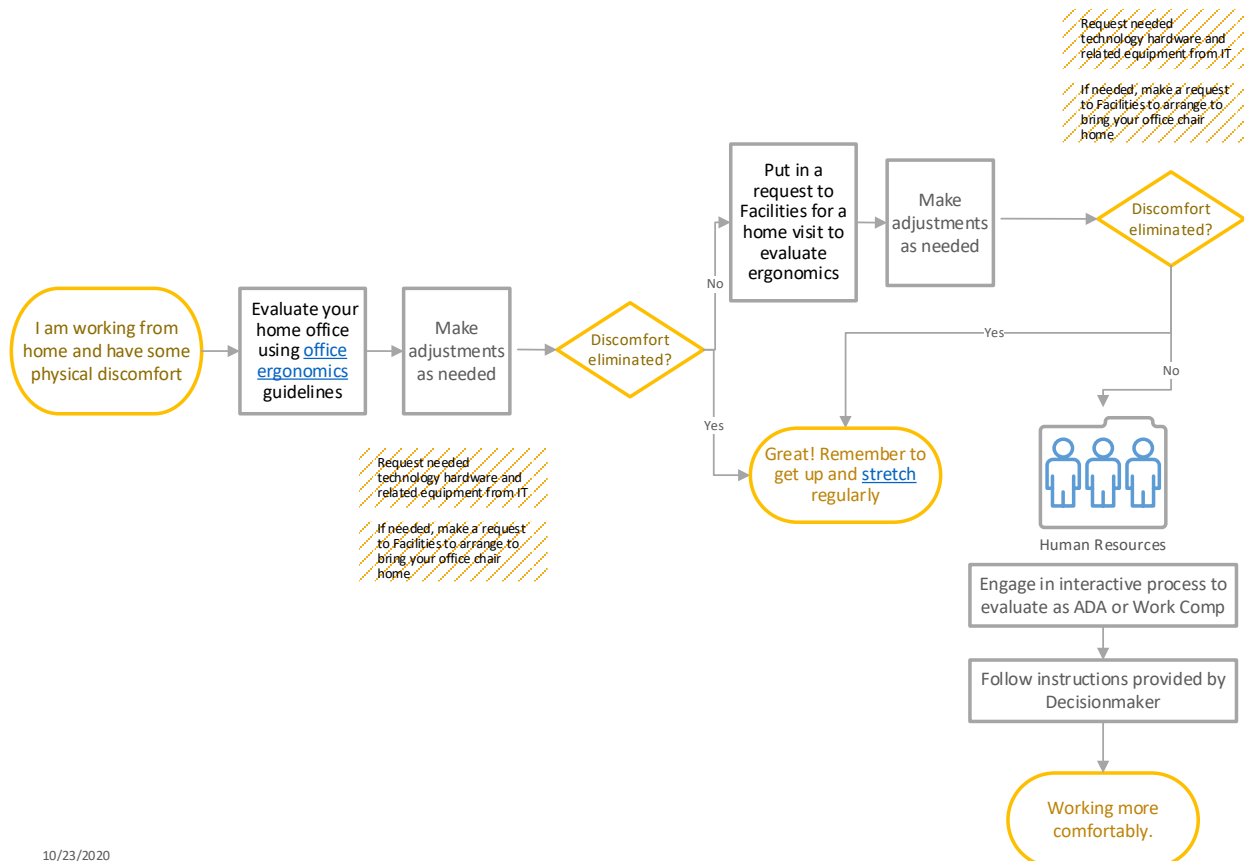
- Email or phone the IT help desk for most current equipment return procedure

- 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.

Home Office Set-up

The physical set-up of a home office for telework is primarily the responsibility of the employee. Guidelines for home office ergonomics can be found [here](#). College personnel are available to perform an ergonomic assessment of an employee’s home office. Requests for a home office assessment should be made of Facilities Management.

Steps that employees can take to create a comfortable home office are diagramed below.



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 single entrance where anyone coming to campus will show that they have successfully completed the health screening questionnaire a sign in using the campus ID or driver's license.
- 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 asked 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, students and visitors are required to wear face coverings that cover the mouth and nose in all common areas of campus buildings and in outdoor locations where physical distancing cannot be maintained. This requirement is consistent with [Executive Order 20-81](#). Masks or cloth face coverings help control infection from people who may be infected with the Coronavirus but are not experiencing symptoms.

Here are a few important things to keep in mind:

- All employees, students and visitors are required to wear protective face coverings in all campus buildings and in any circumstance where social distancing of six feet cannot be maintained.
- There are exceptions for employees working alone in their private offices and faculty teaching where it is important for their face to be seen in which case a face shield can be used.
- Those who cannot wear a face covering due to a medical condition or a disability as defined in the Americans with Disabilities Act should contact Human Resources if an employee and the Dean of Students if a student.
- Employees and students who are unwilling to wear a face covering as required but not excused from the requirement may be subject to disciplinary action. Employees may report incidents of non-compliance to Human Resources; students may report incidents to the Dean of Students.
- 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 their health care provider before going in and wear a face covering to the clinic.

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. To ensure that classrooms are cleaned after use, reservations must be made for any ad hoc use of classrooms by contacting Dean's Assistant. Disinfectant is provided in classrooms, meeting rooms, and office areas. A schedule indicating the last time the classroom was disinfected is posted outside the classroom. 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.

Quarantine

The Minnesota Department of Health (MDH) has adopted the Centers for Disease Control and Prevention's (CDC) recently updated recommendations for quarantine for those who may have been exposed to COVID-19. While the safest option is to stay home and away from others for 14 days, the updated guidance allows for certain situations where quarantine may end after 10 days, or after seven days with a negative COVID-19 test result. Quarantine cannot end before seven days for any reason. Details on when a 10-day or 7-day quarantine may be appropriate have been posted on the [Minnstate.edu COVID site](#).

Screening, Symptoms, and Reporting

Health Screening

All persons entering campus buildings are required to have completed an online screening questionnaire that indicates whether it is safe to come to campus. In order to be admitted to campus everyone is required to show their approval e-mail (phone or printed) to the Public Safety officers at the College Services main entrance.

If questionnaire responses indicate that it is not safe to enter campus buildings, recommendations about what action to take are sent via e-mail. 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.

The [link to the screening tool](#) and a QR code to access it are attached and posted prominently at the front entrance.

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 or if they have been exposed to someone who has COVID-19 when not wearing PPE, 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, updated 07/22/2020): provides for up to 80 hours of Paid COVID-19 Leave (pro-rated for part-time employees), which can be used for School Leave, Health Leave, or Care Leave, or a combination thereof. This leave is set to expire December 31, 2020, unless it is extended.

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. Students who test positive for COVID-19 should notify the Dean of Students. Faculty who are told by a student that they have COVID-19 should notify the Dean of Students

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 at one time or over the course of 24 hours.

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 first 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 and any updates 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.

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

Appendix B – Transmission Levels and Decision Points

Scenario	Campus Actions	MDH/Local Public Health (LPH) Actions	Chancellor and Cabinet Actions
<p>Green (Scenario 1): Low Transmission <i>Transmission levels seen as manageable</i> Indicators</p> <ul style="list-style-type: none"> • Contacts can be identified at the time of interview • Isolation and quarantine <50% full • K-12 indicators <10 cases per 10,000 over two week period 	<ul style="list-style-type: none"> • Assign a designated point of contact and contact tracing support roles • Follow COVID-19 Preparedness Plan, including the identification of those counties for which the campus will actively track transmission trends • Implement social distancing • Work with MDH/LPH on contact tracing, as needed • Additional scenario 1 actions as recommended by MDH guidance 	<ul style="list-style-type: none"> • Communicate test results • Coordinate contact tracing 	<ul style="list-style-type: none"> • Informed of campus COVID-19 positive tests and incidence trends • Informed of campus mitigation efforts • Track and monitor risk indicators
<p>Yellow (Scenario 2): Medium Transmission <i>Transmission levels are beginning to tax campus resources.</i> Indicators</p> <ul style="list-style-type: none"> • Infections continue increasing over 14-day period in the county(ies) as identified in local Preparedness Plan • >1% of campus students infected within 14-day period • >5% of campus cases have unknown links to another case over 7-day period • 50-75% of your isolation and quarantine beds are full • Routine testing capacity starting to be a concern • Less than 14 days of PPE remaining 	<ul style="list-style-type: none"> • If two or more indicators are met, consult with the chancellor on changes in campus mitigation efforts • Consider extra communication and precautions for high risk individuals • Consider cancelling events and activities that bring larger groups of students together • Consider roll back measures limiting social and activity gatherings to no more than 10 individuals, indoors and outdoors • Ramp up capacity for isolation and quarantine options • Additional scenario 2 actions as recommended by MDH guidance 	<ul style="list-style-type: none"> • Communicate test results • Coordinate contact tracing • Recommend additional mitigation and testing strategies • Provide testing and PPE consultation and support • Recommend and coordinate supplemental isolation and quarantine capacity in community. 	<ul style="list-style-type: none"> • Consult with campus president on changes in campus mitigation efforts • Informed of campus COVID-19 positive tests and incidence trends • Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.

<ul style="list-style-type: none"> • Other internal metrics are of concern (e.g. increase in employees out sick) • K-12 indicators 10-30 cases per 10,000 over a 14-day period 			
<p>Orange (Scenario 3): High Transmission <i>Transmission levels have further depleted or exhausted institutional resources.</i> Indicators</p> <ul style="list-style-type: none"> • Infections continue to increase over two-week period after Yellow/Scenario 2 mitigation efforts put in place • > 3% of campus students are infected within a 14 day period, considering where spread is occurring • > 75% of isolation and quarantine beds are full • Lack of adherence to mitigation strategies • Other internal metrics of capacity and staffing suggest additional mitigation is needed • K-12 indicators > 30 cases per 10,000 over a 14-day period 	<ul style="list-style-type: none"> • If two or more indicators are met, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations. • Cancel all extracurricular activities for at least two weeks. • Consider cancelling classes for two weeks • Work with MDH/LPH on testing and PPE support, as needed • Impose a campus curfew • Additional scenario 3 actions as recommended by MDH guidance 	<ul style="list-style-type: none"> • Communicate test results • Coordinate contact tracing • Recommend additional mitigation and testing strategies • Provide testing and PPE consultation and support • Recommend and coordinate supplemental isolation and quarantine capacity in community. 	<ul style="list-style-type: none"> • Consult with campus president about suspending in-person activities and shifting to remote-only operations • Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.
<p>Deep Orange (Scenario 4): Sustained High Level of Community Transmission <i>Transmission levels have seriously depleted or exhausted institutional, community or state resources, or the state is experiencing extensive community wide spread.</i></p>	<ul style="list-style-type: none"> • If mitigation efforts do not improve, consult with the chancellor about suspending additional in-person activities and shifting to remote-only operations. • Implement a campus wide “lay low” period and direct students to stay at home and limit movement to attend courses when needed, study areas, work, or other essential services like healthcare, mental health, food service take out/pick up. 	<ul style="list-style-type: none"> • Recommend suspending in-person activities and shifting to remote-only operations 	<ul style="list-style-type: none"> • Consult with campus president about suspending in-person activities and shifting to remote-only operations • Communicate with Leadership Council; Board of Trustees; state officials; state and federal legislative

	<ul style="list-style-type: none"> • Extracurricular activities/clubs/organizations should be significantly scaled back in terms of attendance, frequency of meeting, and moved to virtual wherever possible; consider postponing or canceling where feasible. • MDH strongly recommends imposing a campus curfew of 10 p.m. to 4 a.m. • Additional scenario 4 actions as recommended by MDH guidance. 		<p>delegations; bargaining unit leadership; and student association leadership.</p>
<p>Red (Scenario 5): Sustained High Level of Transmission at Institution</p> <p><i>Transmission levels have exhausted institutional resources.</i></p>	<ul style="list-style-type: none"> • If the above mitigation efforts have not resulted in an improvement over a two- to three-week period after Scenario 3 or 4 has been put in place, consult with the chancellor about moving to online only until the next semester or after break. 		<ul style="list-style-type: none"> • Consult with campus president about suspending in-person activities and shifting to remote-only operations • Communicate with Leadership Council; Board of Trustees; state officials; state officials; state and federal legislative delegations; bargaining unit leadership; and student association leadership.