

Northwest Technical College

Return to Campus Plan and Related Protocols (Spring/Summer 2020)

Northwest Technical College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our community. To ensure that, we have developed this Return-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Orders 20-40, 20-52 and 20-74. We are all responsible for implementing this plan and BSU Managers/Supervisors have our full support in enforcing the provisions of this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and that requires full cooperation among students, faculty, staff, and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campus.

This plan will remain in effect until it is replaced with the Return to Campus Plan for Fall 2020.

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

1. Screening for employees and students
2. Masks/Face coverings
3. Handwashing and respiratory etiquette
4. Social distancing
5. Housekeeping
6. In the workplace
7. Leave and Accommodations
8. Communications and training

Following Minnesota's Stay Safe Plan, Northwest Technical College will continue to have employees telework where possible.

Specific departments/areas returning during spring/summer 2020 may need to complete an addendum to this plan if they have specific circumstances not covered in sections 1-7 of this plan. Addendum content will be communicated to those specific departments/areas and also posted along with this document on the Northwest Technical College COVID-19 webpage: <https://www.bemidjistate.edu/coronavirus/>

1. Screening for Employees and Students

Northwest Technical College will adhere to all of the policies and procedures outlined by Minnesota Management and Budget (MMB) and may implement other practices outlined under the Guidance for Screening Students and Employees document (Appendix A). Screening

plans include the use of self-assessment screening questions that employees and students must answer prior to coming to campus. Self-assessment screening questions will also be posted on building entrances. Temperatures will not be taken, but this practice may be reassessed as new guidance/directions are received from the Minnesota Department of Health (MDH) and the system office. Departmental Addendums may include additional health and temperature screenings as deemed necessary.

- Employees and students have been informed and encouraged to self-monitor for signs and symptoms of COVID-19.
- Employees have been informed they should pay special attention to the guidance of the Minnesota Department of Health, and to stay home when sick, cover their cough, and practice good hand hygiene.

Students and Employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home. If an employee or student becomes sick while on campus, they will be sent home immediately and surfaces in their workspace/study space will be cleaned and disinfected. Northwest Technical College will follow Minnesota Department of Health and Beltrami County Public Health guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.

2. Masks/Face Coverings

Employees, students, and visitors must wear masks/face coverings on campus when social distancing measures are difficult to maintain. Specific classrooms or programs may require face coverings due to the nature of their class or program. A link to the CDC website has been provided for more information. www.cdc.gov/coronavirus/2019-nCoV

Mask/Face Covering Guidelines are as follows:

- All employees and students must have a face mask readily available when on campus
- Masks are highly encouraged for all employees and students on campus regardless of situation
- Masks are required
 - When employees or students are on campus to access or provide a service in-person/face-to-face such as
 - In classrooms
 - Employee Services
 - Student Services
 - In campus spaces (indoor and outdoor) where physical distancing is difficult to maintain (i.e. within six (6) feet of another person).
 - In a vehicle with other individuals present
 - **If in doubt, wear a mask!**

Other mask/face covering considerations:

- Masks/face coverings can help with preventing your germs from infecting others- especially in situations where you may spread the virus without symptoms.
- Wearing a mask/face covering does not protect you from others who may spread the virus. So, whether you wear a mask/ face covering, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- Wearing a mask/face covering does not mean people who are sick should go out into the community or be on campus. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face covering to the clinic.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A mask/face covering 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.
 - Employees needing accommodations please contact Human Resources
 - Carol Hess (218-755-2445 or Carol.Hess@bemidjistate.edu)

3. Handwashing and Respiratory Etiquette

Basic infection prevention measures have been implemented at Northwest Technical College. 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 restroom.** All employees, students and visitors to campus facilities will be required to wash their hands immediately upon entering the facility. If hand washing areas are not easily accessible, hand sanitizer may be used. (Sanitizer must have greater than 60% alcohol).

Employees, students, 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 (mouth, nose, and eyes in particular) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterwards. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work areas. Employees and students are encouraged to review the University's COVID-19 website for additional information and updates.

4. Social Distancing

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

- Employees who have been directed to work remotely should continue to do so.

- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Be aware of and avoid crowded spaces including breakrooms, elevators, and restrooms.
- Meetings or gatherings of greater than 10 should be done virtually.
- Employees, students, and visitors are discouraged 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.
- Employees working on campus will be provided face coverings and other personal protective equipment as appropriate.
- Break rooms/lunchrooms should be limited to food preparation only where possible. Limit the number of individuals using these spaces to allow for social distancing. If these areas are being used to eat meals, employees should clean the areas used after completion of the break or meal.

5. Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, tools, and machinery, vehicles and areas in the campus environment, including rest rooms, common areas, breakrooms, lunchrooms, etc. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers, copy machines, etc.

- All cleaning products used meet the U.S. Environmental Protection Agency (EPA) requirements for COVID-19.
- Facilities Services will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary.
- Departments/areas will be responsible for periodic cleaning of reception areas, service counters, conference rooms, and other spaces shared by multiple people. High-touch and commonly touched surfaces should be cleaned periodically during the workday based on intensity of use.
- For shared departmental equipment such as phone, keyboards, and copiers, individual users will be responsible to clean these surfaces following each individual use. Departments can order the necessary cleaning supplies from Central Receiving.
- If it is known that a student, employee or visitor using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC will be followed. These include, but are not limited to:
 - Immediately closing the area(s) used by the individual who is sick.
 - Opening outside doors and windows if possible.
 - Waiting 24 hours before cleaning and disinfecting the area.

Once the area has been properly disinfected, it will be reopened for use.

6. In the Workplace

General guidelines for working on campus are listed below. If your department/area has more specific guidelines these will be communicated to you in an addendum to this plan.

- Staff members must be at least six (6) feet away from each other.
- Employees are required to wear cloth masks in settings where other social distancing measures are difficult to maintain, when accessing campus services or in a vehicle with another individual. Additional mask guidelines are outlined in Section 2 above.
- Conduct meetings via virtual means whenever possible. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room that allows attendees to be six feet away from each other and cloth facemasks are highly encouraged to be worn by all attendees. Surfaces touched during the meeting shall be wiped down and sanitized.
- Breakrooms/lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation or meal consumption if no other space is available (one at a time, or multiple if 6-foot social distancing can be maintained). Shared coffee makers, food serving items, etc. will not be allowed. Employees are to wash hands with soap and water for at least 20 seconds prior to entering and after exiting the room. If a handwash sink is not available, thoroughly sanitize hands with hand sanitizer.
- Visitors who are not directly related to the individual's or unit's work are not allowed.
- Sick employees must stay home.
- Modifications to individual offices or workstations should be assessed and altered to promote a safe work environment. As with other expectations in this Plan, individual preference is not a sufficient justification for approval. Approved modifications will be completed by facilities services or vendors under approved university contracts.
- BSU will follow MMB and Minnesota State leave policies. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be followed as outlined by MMB and Minnesota State. In addition, BSU will follow the worker protection rules outlined by the [Minnesota Department of Labor](#).
- BSU acknowledges that it is a community of individuals with different abilities and circumstances. If an individual who has been instructed to return to work on site has concerns about doing so due to a medical condition or other factors that place them at a higher risk, or if individuals wish to seek ADA reasonable accommodations related to returning to the workplace, they should contact Human Resources who will work with them to determine any appropriate accommodation(s).
 - Carol Hess (218-755-2445 or Carol.Hess@bemidjistate.edu)

7. Leave and Accommodations

Northwest Technical College through Minnesota State and Minnesota Management and Budget (MMB) has implemented leave policies that promote workers staying 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 family.

- Sick Leave Information:
https://mn.gov/mmb/assets/1337-sickleave_tcm1059-324634.pdf#false
- FMLA Information:
<https://www.bemidjistate.edu/offices/human-resources/policies-procedures/>
- MMB Paid COVID-19 Leave Policy Information:
<https://mn.gov/mmb-stat/policies/covid-19-leave-policy.pdf>
- MMB Paid COVID-19 Leave Form:
<https://mn.gov/mmb-stat/hr-toolbox/covid-19-enterprise-leave-request-form.pdf>

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- ADA Information:
<https://www.bemidjistate.edu/offices/human-resources/policies-procedures/>

The policy of Northwest Technical 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.

8. Communications and Training

This plan was communicated to all employees and students on June 25, 2020. This plan will also be posted on the BSU COVID-19 website: <https://www.bemidjistate.edu/coronavirus/>

Additional communication and training will be ongoing as needed and provided to all employees and students. Directors, Managers, and Supervisors are to monitor how effective the program has been implemented and share their feedback with their Cabinet Member or HR.

This plan has been reviewed and approved by Northwest Technical College leadership and was shared and posted throughout the campus community on June 25, 2020. It will be updated, as necessary.

Certified by:



Faith C. Hensrud
Northwest Technical College President

Appendix A- Self-Assessment Screening Tool- COVID-19

Employees, students and visitors must complete self-assessment health screening tool prior to entry.

Please answer the following questions:

Are you experiencing any of the following symptoms?

- | | |
|---|----------|
| 1. COUGH (New or Worsening): | YES / NO |
| 2. SHORTNESS of BREATH (New or Worsening): | YES / NO |
| 3. TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above | YES / NO |
| 4. OR TWO (2) or more of the following symptoms: | YES / NO |
| a. Temperature/Fever of 100.4 degrees Fahrenheit or above | |
| b. Chills | |
| c. Headache | |
| d. Sore Throat | |
| e. Muscle pain | |
| f. Loss of taste or smell | |

If you answered “YES” to any of the above questions:

- **DO NOT ENTER CAMPUS. PLEASE LEAVE CAMPUS GROUNDS IMMEDIATELY.**
- For health and safety reasons, you are not allowed to be on campus (inside/outside).
- Employees should contact their supervisor and Human Resources for additional instructions.
- Students should contact their instructor/coach and Student Center for Health & Counseling for additional instructions.

If you answered “NO” to ALL of the above questions:

- You are allowed to be on campus (inside/outside) **if you have a mask readily available.**
 - If you do not have a mask readily available
 - **DO NOT ENTER CAMPUS.**
 - Contact BSU Mailroom to obtain a mask to remain on campus (inside/outside). **CALL 218-755-3921**
- You **MUST** proceed to wash or sanitize your hands immediately upon entry.

HUMAN RESOURCES: Carol.Hess@bemidjistate.edu or 218-755-2445

STUDENT CENTER FOR HEALTH & COUNSELING:

HealthServices@bemidjistate.edu or 218-755-2053

Appendix B- Department/Area Addendum Template

This template is for departments/areas that may have additional needs not covered in the plan above.

Additional needs include:

- Additional or specific screening needs (including temperature checks)
- Additional requirements for mask/face covering use
- Specific guidance on handwashing
- Additional or specific requirements for social distancing
- Additional or specific cleaning measures
- Additional or specific needs, etc.

If you are unsure if your department/area will need an addendum to this plan, please contact Erin Morrill at erin.morrill@bemidjistate.edu or your Cabinet member.

All addendums must be submitted to your Cabinet member and Erin Morrill for review before final approval is given by the Northwest Technical College President.

NORTHWEST TECHNICAL COLLEGE COVID-19 Back to Campus Plan
Spring/Summer 2020
(Department/Area) Addendum

1. Additional Screening policies for employees and/or student

Describe any additional screening procedures your department or area will use for employees and/or students. Example: temperature checking, additional screening questions, screening procedures, etc.

2. Mask/Face Coverings

Describe any additional requirements for mask/face coverings.

3. Handwashing and Respiratory Etiquette

Describe any additional requirements for handwashing or respiratory etiquette. Example: Specific bathroom or area employees/students must use to wash hands, additional washing requirements, etc.

4. Social Distancing

Describe any additional requirements for social distancing. Example: One person per vehicle, use of specific entrances and exits, capacity of spaces, etc.

5. Housekeeping

Describe any additional housekeeping or cleaning requirements and detail specific cleaning requirements for your department or area. Example: cleaning vehicles after use, cleaning common spaces, responsibilities for cleaning, etc.

8. Communication & Training

Describe how you will communicate and provide training for additional requirements/needs in this addendum.

Certification:

This plan has been certified by Northwest Technical College leadership and was shared and posted throughout the campus community on _____(date). It will be updated, as necessary.

Certified by:

Northwest Technical College President

Appendix C- Additional Resources

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

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