



Northwest Technical College Return to Campus Plan and Related Protocols Plan Addendum-Campus Open House Events

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 and invited guest
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

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

Employees, students, and **invited guests** will be notified of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms. All students and **invited guests** will be asked to self-monitor for symptoms such as cough or shortness of breath that is new or worsening or two of the following symptoms: temperature of 100.4 or above, chills, headache, sore throat, muscle pain, or loss of taste/smell. If any of the previously listed items are yes, then students and **invited guest** are not allowed to return to campus until they have had no fever for 72 hours, other symptoms have improved, and at least 10 days have passed since first symptom appeared. Students must communicate with their instructors just as they would with any absence caused by illness. **Invited guests must communicate with NTC personnel to postpone or reschedule attending an on-campus event.**

Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees, students, and **invited guests** are being instructed to wash their hands frequently throughout the day, but especially at the beginning and end

of their time on campus, prior to any mealtimes, after blowing their nose, and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility. All work, restroom, and classroom places have hand-sanitizer dispensers available.

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. Staff will provide a reminder to invited guests when initially enter campus.

Employees/students are required to wear a mask or cloth face covering to prevent the spread of COVID-19 to enter the buildings and while on campus. **Invited guests** will be highly encouraged to wear a mask or cloth face covering and are required to do so in situations where physical social distancing cannot be maintained. People who are sick must stay home.

Social distancing

Social distancing is being implemented on campus and all employees, students and invited guests are asked to maintain at least a six- foot distance between colleagues and visitors. A mask or cloth face covering must be used where social distancing cannot be maintained.

Invited guests attending the open house events will adhere to the following procedures:

***Guests will enter through the Main Entrance door and proceed to the check-in table in the entrance lobby area.**

*Staff will ask guests to self-monitor for symptoms

*Staff will register attendees and direct them to wash their hands immediately using the nearest restrooms.

*Once hand washing has occurred attendees will be directed into the Cafeteria/Commons area where the event will take place.

*The Cafeteria/Commons area will be set-up to allow for social distancing while attendees interact with staff, faculty and other attendees. No more than 25 total people will be allowed in this area at one time.

*Attendees wishing to “tour” campus will be allowed to do so only if accompanied by an authorized staff or faculty member and said tours shall include no more than a total of 10 people.

*Staff, students, and invited visitors are prohibited from gathering in groups in confined areas and will be prohibited from using others personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

*Upon leaving campus all attendees will be encouraged to wash their hands.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. Students, staff and invited guests, are responsible for disposing and placing any materials used in a proper waste container. Wipes and cleaning supplies will be available.

Communications and training

This plan will be communicated to all employees. Invited guests will be provided this information at event check-in. Necessary training for staff and faculty attending

these events will be provided. Additional communication and training will be ongoing as needed. Leaders and supervisors are to monitor how effective the program has been implemented and will make changes as necessary.

This plan has been certified by NTC leadership and will be shared and posted throughout the campus community. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Faith C. Hensrud". The signature is written in a cursive style with a large initial 'F' and 'H'.

Faith C. Hensrud
Northwest Technical College President