

## **NTC Return to Campus Plan and Related Protocols Fall 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 all currently active Minnesota Emergency Executive Orders, as listed at [mn.gov/governor](https://mn.gov/governor), and by the Minnesota Office of Higher Education, Minnesota Department of Health, the Minnesota State system of colleges and universities, and the Centers for Disease Control and Prevention. All Northwest Technical College employees are responsible for implementing this plan and NTC managers/supervisors have the full support of NTC President Faith Hensrud in enforcing the provisions of this plan. Decisions will be made based on the most current public health information and official guidance.

NTC's goal is to mitigate the potential for transmission of COVID-19 on our campus. This 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 be continually reassessed as new guidance and information are made available from federal, state, and local resources and is subject to change as needed. The plan is intended to remain in effect until it is replaced or until new guidance is available, or until the pandemic is over. Employees and students are encouraged to regularly review the BSU/NTC COVID-19 website ([bemidjistate.edu/coronavirus](https://bemidjistate.edu/coronavirus)) for additional information and updates.

All students, employees and campus visitors are expected to abide by the protocols and guidelines outlined in this plan. Failure to do so may place the health and safety of yourself and others at risk.

Our plan follows Centers for Disease and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines as well as, federal OSHA and MNOSHA standards related to COVID-19 and addresses:

1. Screening for employees and students
2. Cloth face coverings
3. Handwashing and respiratory etiquette
4. Physical (social) distancing
5. Housekeeping
6. In the workplace
7. Leave and accommodations
8. Communications and training

Northwest Technical College administration and employees will follow all current guidelines from the Governor and others regarding telework or remote work.

As we plan for more students and employees to be present on campus Fall 2020, this plan includes several critical appendices which address what students, employees and visitors can expect for Fall 2020.

- Appendix A: Self-Assessment Screening Tool
- Appendix B: Department/Area Addendum Template
- Appendix C: Additional Resources
- Appendix D: Academic Instruction Fall Semester 2020
- Appendix E: Residential Life Fall Semester 2020
- Appendix F: Dining Services Fall Semester 2020
- Appendix G: Campus Cleaning Plan Fall 2020

Following guidance from the Minnesota Stay Safe Plan or other state agencies or regulatory bodies, some departments or areas, or specific activities taking place on NTC grounds or sponsored by NTC at off-campus locations have additional needs not covered under the NTC Return to Campus plan. Plans addressing these specific needs are compiled in addendums, see Appendix B. Please contact your cabinet officer and Erin Morrill ([Erin.Morrill@bemidjistate.edu](mailto:Erin.Morrill@bemidjistate.edu)) for more information.

## **1. Screening for Employees and Students**

Northwest Technical College will adhere to all the policies and procedures outlined by Minnesota Management and Budget (MMB) and Minnesota State. NTC' screening plans include the use of self-assessment screening questions that employees, students and campus visitors must answer prior to coming to campus (Appendix A). All employees, students and campus visitors will be encouraged to complete the self-assessment before traveling to campus and will be reminded of the screening guidelines at all entrances to campus buildings.

Temperatures will not be taken for the campus population overall, but may be taken by specific academic programs, this practice may be reassessed as new guidance/directions are received from the Minnesota Department of Health (MDH) and Minnesota State system office.

- Employees and students have been informed and encouraged to self-monitor for signs and symptoms of COVID-19.
- Employees and students 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 or supervisors and will be informed to stay home. If an employee or student becomes sick while on campus, they must notify their instructor or supervisor, and leave campus. Students living in BSU residence halls should return to their rooms and contact their resident advisor. 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 contact tracing and appropriate notifications.

## 2. Cloth Face Coverings

Northwest Technical College will comply with the standards and expectations of [Minnesota Emergency Executive Order \(EO\) 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19](#). Employees, students, and visitors must wear cloth face coverings on campus in indoor spaces and outdoor settings where social distancing cannot be maintained. A link to the CDC website has been provided for more information: [Cloth Face Covers](#)

Face Covering Guidelines are as follows:

- All employees, student and visitors must have a face covering when on campus.
  - To obtain a face covering please contact:
    - For employees, visitors, and students: Please call 218-333-6600 or visit the OneStop area.
- Face coverings must be worn in indoor spaces and outdoor setting where social distancing cannot be maintained. There are certain exceptions list below. Detailed information can be found in the Minnesota State document, *Applying Executive Order 20-81*, found on the NTC Return to Campus website ([ntcmn.edu/news/return-to-campus/](http://ntcmn.edu/news/return-to-campus/)).
  - Exceptions include:
    - Individual office spaces
    - Dormitory rooms or apartments
  - Temporary Removal authorized:
    - Certain indoor sports and exercise activities
    - Certain indoor speaking or performance activities
    - Indoor musical (wind) instrument practice or performance
    - Indoor eating and drinking in designated eating areas
    - Communicating with hearing impaired and other health conditions
    - When alone in an office, room, or certain cubicles
    - When alone in a university vehicle or heavy machinery cab
  - Face mask alternatives
    - Clear face shields have been approved under the Minnesota Emergency Executive Order (EO) 20-81 for some circumstances. Details for approved alternate use can be found in the above Minnesota State document.
      - Employees needing accommodations please contact Human Resources
        - Carol Hess (218-755-2445 or [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu))
      - Students needing accommodations please contact Accessibility Services

- Christian Breczinski (218-755-3883 or [Christian.breczinski@bemidjistate.edu](mailto:Christian.breczinski@bemidjistate.edu))
- If you are seeking face mask alternatives for classroom or lab settings, please contact your academic dean.

Other face covering considerations:

- Face coverings can help prevent your germs from infecting others — especially in situations where you may spread the virus without symptoms.
- Wearing a face covering does not protect you from others who may spread the virus. So, whether you wear a 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 from other people.
- Wearing a face covering does not enable people who are sick to be in the community or on campus. If you are sick and need to go to the doctor, call your health care provider before going in and wear a cloth face covering to the clinic. If you are sick, do not come to campus. Contact your supervisor/instructor or Student Center for Health and Counseling for further instructions.
- **Do not buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A 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](mailto:Carol.Hess@bemidjistate.edu))
  - Students needing accommodations please contact Accessibility Services
    - Christian Breczinski (218-755-3883 or [Christian.breczinski@bemidjistate.edu](mailto:Christian.breczinski@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 with greater than 60 percent alcohol content may be used. While washing hands with soap and water remain the best option, hand sanitizer will be available in various locations in campus buildings.

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 and classroom spaces.

#### **4. Physical (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 may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
- When multiple employees are working in the same area, additional barriers may be installed when social distancing cannot be practiced.
- Employees working on campus will be provided face coverings and other personal protective equipment as appropriate.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Be aware of and avoid crowded spaces including breakrooms, and restrooms.
- Employees, students, and visitors are discouraged from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Break rooms/lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating. Designated eating areas will be provided for those who do not have individual office space to eat in.
- Whenever possible, employees and students are asked to bring their own water bottle and use the filling stations instead of using drinking fountains.
- Common spaces such as study spaces and student lounge areas, will have furniture rearranged or restacked to promote social distancing.
- Meetings or gatherings should be held virtually. In-person meetings should be the exception and conducted only when necessary.
- Where possible, customer facing spaces should develop and implement an appointment-based schedule. Anyone needing services should check with the specific department to determine scheduling protocol.

#### **5. Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work and study surfaces, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, breakrooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door

handles, railings, printers, and copy machines, credit card readers, delivery equipment, etc. For more information on the NTC cleaning and sanitizing plan please see Appendix G.

- 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, and handrails at least once daily, and more frequently if required by individual department or area plans.
- Departments will be responsible for periodic cleaning of reception areas, service counters, conference rooms, work rooms and other spaces shared by multiple people. High-touch and commonly touched surfaces and furnishings should be cleaned periodically during the workday based on intensity of use. Facilities Services will provide cleaning supplies and directions for cleaning.
- For shared departmental equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces prior to and following each individual use.
- If it is known that a student or employee using the campus has become diagnosed with or has a lab-confirmed case of COVID-19, cleaning protocols outlined by the CDC will be followed.

## **6. In the Workplace**

Guidelines and protocols for working in your department and workplace are listed below. Each department/work area has created and implemented a Return to Work plan that may have additional guidelines and protocols to follow.

- Employees must be at least six (6) feet away from each other.
- Employees must wear a mask/face covering as outlined in Section 2.
- 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 face covering must be worn. Chairs and other surfaces touched during the meeting shall be wiped down using supplied sanitizing kits.
- Breakrooms/lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple if 6-foot social distancing can be maintained). Food serving items 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. See Appendix A.
- Modifications to individual offices or workstations should be assessed and altered to promote a safe work environment. Approved modifications will be completed by facilities services or vendors under approved university contracts.

- NTC will follow MMB and Minnesota State leave policies. Accommodations for workers with underlying medical or health conditions or who have household members with underlying medical or health conditions will be followed as outlined by MMB and Minnesota State. In addition, NTC will follow the worker protection rules outlined by the [Minnesota Department of Labor](#).
- NTC 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, they should contact employee or student accommodations office to determine any appropriate accommodation(s). Appropriate reasons for seeking these accommodations would include an underlying medical or health condition or other factors that place you at a higher risk, or if you wish to seek ADA reasonable accommodations related to returning to work.
  - Employee Accommodations: Human Resources — Carol Hess (218-755-2445 or [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu))
  - Student Accommodations: Accessibility Services — Christian Brezczinski (218-755-3883 or [Christian.breczinski@bemidjistate.edu](mailto:Christian.breczinski@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](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>
- ADA information:  
<https://www.bemidjistate.edu/offices/human-resources/policies-procedures/>

Northwest Technical College follows 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 first communicated to all employees and students on July 8, 2020. This plan is also be posted on the NTC COVID-19 website: [ntcmn.edu/news/return-to-campus/](https://ntcmn.edu/news/return-to-campus/)

Additional communication and training will be ongoing as needed and provided to all employees and students. Deans, 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 University leadership and was shared and posted throughout the campus community on July 8, 2020. 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



**APPENDIX A: Self-Assessment Screening Tool-COVID-19 (to be replaced with MinnState Screening tool after August 10<sup>th</sup>)**

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. Chills   |          |
| b. Fatigue  |          |
| c. Muscle or body aches                                   |          |
| d. Headache   |          |
| e. New loss of taste or smell                             |          |
| f. Sore throat  |          |
| g. Congestion or runny nose                               |          |
| h. Nausea or vomiting                                     |          |
| i. Diarrhea   |          |

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.**
  - You **MUST** proceed to wash or sanitize your hands immediately upon entry.

**HUMAN RESOURCES:** [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) or 218-755-2445

**STUDENT CENTER FOR HEALTH & COUNSELING:** [HealthServices@bemidjistate.edu](mailto:HealthServices@bemidjistate.edu) or 218-755-2053

## **Appendix B: Department/Area Addendum Template**

### **Northwest Technical College COVID-19 Back to Campus Plan**

**Fall 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.*

## **6. In the Workplace**

*Describe any additional workplace guidelines or protocols employees, student workers, etc. Will be asked to follow.*

## **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. It will be updated, as necessary.

Certified by:

Northwest Technical College President

## **Appendix C: Additional Resources**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social Distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## **Appendix D: Academic Instruction Fall Semester 2020**

All courses have been reviewed, with courses either moved to online delivery or modified to hybrid or hyflex delivery. Specific course details are found in course syllabi.

For in-person, face to face labs: Daily attendance will be tracked, seats will be assigned, and when lab partners are used, partners will be assigned to provide consistency, safety, and aid in contact tracing.

Health and Human Services:

1. Dental and Nursing: Students and faculty will use protective equipment such as gowns, gloves, face shields, etc. and procedures as part of the course experience. Faculty will provide instruction and will maintain compliance with proper use of equipment and following safety procedures.
2. Off-site labs/clinical: Students will follow the protocols of the specific site

## **Appendix E: Residential Life Fall Semester 2020**

Students will be able to reside in the residence halls for Fall 2020 semester with appropriate changes to services deemed necessary in response to COVID-19. In an effort to mitigate and slow the spread of COVID-19, students will be assigned to single rooms (i.e., one person per room). For the 2020-2021 academic year, incoming first-year students who have one or few on-campus academic experiences have been exempted from the University First-Year Residential Living Requirement. We will prioritize housing to: students who have an on-campus academic experience (course, science lab, music rehearsal), international students, and/or student athletes who are participating in a fall sport. As always, students with extenuating circumstances or who are providing essential services may petition the Housing and Residential Life Office to reside in the residence halls.

By limiting housing to only those students who fall into the above categories, we will be adhering to our two essential priorities when bringing people back to campus: 1.) to safeguard the health, safety and welfare of our students, faculty and staff; and 2.) to enable students to progress toward their educational goals.

Services and operations will continue but may look different from previous years. This appendix will outline operations for fall 2020 following guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), MinnState, and other applicable agencies or governing bodies.

For the most updated information regarding, Fall 2020 Housing, please visit: <https://www.bemidjistate.edu/services/reslife/covid-19-fall-2020-housing/>

### Drop and Go: August 1-15, 2020

Students who have been approved to reside in the residence halls were sent an email invitation to sign up for a timeslot to bring their belongings to their room on campus between August 1-15, 2020. Students and up to two guests/family members will bring their personal effects to campus, mask up, drop it off in their room and return to campus at a later date without the hassle of lines and clouds. This intentionally staggered drop and go process will practice physical (social) distancing and will allow for a safer over all move-in process.

### Early Arrival: August 15-20, 2020

If students need to move into their residence hall room early, we have some limited availability for early arrival starting on August 15, 2020. Students can still choose the Drop & Go option and also sign up for Early Arrival through their housing application.

### Move In: August 20, 2020

Traditional student move-in is scheduled for Thursday, August 20, 2020 from 9 a.m.-12 noon. Students may bring up to two guests to help them move-in and face masks will be required, and physical (social) distancing measures will be implemented to safeguard the health, safety, and welfare of everyone.

## **COVID-19 HOUSING ADDENDUM TO BSU HOUSING AGREEMENT**

Bemidji State University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident, the 2019 Novel Coronavirus or similar public health crisis (“COVID-19”) will impact your housing experience as Housing & Residential Life (HRL) continues to make public health-informed decisions. The below policies and guidelines are incorporated into the “Terms of Agreement” and are applicable to all residents. As always, we plan to update you with timely information about specific health and safety guidance important for our residents.

### **Acknowledgement of Risk.**

Bemidji State University holds as paramount the health, safety, and welfare of every member of its community. Bemidji State University, however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Bemidji State University] is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Bemidji State University is a shared responsibility. As outlined below, every member of our community – including you – must do their part.

### **Health and Safety.**

We expect that all members of the residence hall community—residents, staff, and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard and the Bemidji State University may request or require a resident to leave the residence halls if their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the Bemidji State University or HRL as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon/after arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon/after arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, study rooms, courtyards, and other common spaces.

### **Quarantine / Isolation / Separation.**

At any time, the Bemidji State University may request or require a resident to leave the residence halls when that resident’s continued presence in the housing community poses a

health or safety risk for community members. Residents may choose to move to a private family residence during the quarantine or isolation period to receive local/family support, in which case BSU would notify instructors, etc. of the resident's absence. Residents are required to comply with requests from HRL to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so may subject a resident to administrative removal from their assigned space. Not all HRL resident rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a resident is recommended to self-quarantine or self-isolate, residents may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Relocation to isolate or quarantine does not constitute a termination of a resident's housing contract. Limited cleaning, meal and personal support will be provided to residents in quarantine and isolation.

#### **Campus Dining.**

Dining service, including where and how it will be offered to residents, is subject to the discretion of the Bemidji State University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the Bemidji State University, campus dining may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.

#### **Cleaning.**

HRL will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergency in the interest of minimizing the spread of disease. HRL will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.

#### **Termination.**

Upon reasonable notice, HRL reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19. In the event HRL terminates housing contracts due to public health concerns, Bemidji State University will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.



## **Appendix F: Dining Services Fall Semester 2020**

Dining services will be available for fall semester 2020 with changes to services deemed necessary in response to COVID-19. Aramark has created a COVID preparedness plan that will be available for review on the NTC COVID website ([ntcmn.edu/coronavirus/](http://ntcmn.edu/coronavirus/)). Service will continue but may look different from previous years. This appendix will outline operations for fall 2020 following guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), MinnState, and other applicable agencies or governing bodies.

### *Hours of Service:*

#### **NTC**

Monday-Friday

Breakfast 7:30am-9:30am

Lunch 11am-1:30pm

### *Dining experience*

Meals at NTC will have dining space available for an eat-in option. Students and employees will have the option to take their meals to-go. Some furniture will be removed and rearranged to allow for social distancing. Tables have been arranged to still allow limited group sizes to sit together. We ask for everyone's help following social distancing.

### *Cleaning and sanitation*

Normal cleaning procedures are still in place in the dining area on campus. Additional cleaning and wipe downs will take place per guidance from MDH.

Additional cleaning will occur in high touch areas including, tables, chairs, door handles, etc.

### *Changes in services*

The health, safety, and wellbeing of NTC community members remains our top priority; as such, delivery of services may vary. Please monitor the BSU/NTC COVID website:

[www.bemidjistate.edu/coronavirus](http://www.bemidjistate.edu/coronavirus)

## **Appendix G: Campus Cleaning Plan Fall 2020**

### **NTC Return to Campus Cleaning Plan**

A crucial part of the NTC Return to Campus plan includes ensuring a safe environment for our entire campus community and visitors. The Facilities Department has been and will continue to work hard to ensure a clean and healthy space for all students, faculty, staff, and visitors. Facilities staff is using the guidance published by the Center for Disease Control and Prevention (CDC), the Minnesota Department of Health, the Minnesota State system office and other relevant guidance from the facility maintenance industry to inform the cleaning process. This planning document provides details on how cleaning and disinfection is happening in campus facilities, and how employees and students can assist with this critical process.

The success of cleaning and disinfection efforts relies on the entire campus community to continue to follow the basic personal health practices outlined by the CDC to limit transmission of the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Please continue to:

- Monitor your health and stay home if you are ill.
- Frequently wash your hands with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer that contains at least 60% alcohol may be used.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing, properly dispose of the tissue, and wash your hands immediately afterward.
- Maintain a distance of 6 feet or more between yourself and others.
- Wear a cloth face covering to help prevent transmission of the virus.

The best method of cleaning and disinfecting hands is to wash with soap and water. Students, faculty, staff, and visitors are encouraged to use the restroom facilities on campus to wash their hands on a regular basis, including washing them immediately after arriving on campus and again before leaving campus. Hand sanitizer will be provided at key places around campus for use.

It should be noted that many resources that are an important part of controlling the spread of germs and viruses are in high demand. This includes things like, hand sanitizer and dispensers, disinfectant wipes, disinfectant cleaners, and some personal protective equipment. NTC has these materials on hand and will continue ordering additional supplies in order to stay appropriately stocked. Medical facilities, long-term care facilities, and emergency responders have top priority for receiving these supplies, please use the supplies available on campus responsibly. Responsible use of these products by the campus community will help ensure availability for everyone.

### **Facility Cleaning Operations**

The following CDC definitions help for this plan:

- Cleaning- removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting-kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Sanitizing- lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by *either cleaning or disinfecting* surfaces or objects to lower the risk of spreading infection.

General Maintenance Workers (GMWs) make up our diligent and dedicated professional cleaning staff. They are specially trained in cleaning processes and sanitation products to provide a healthy work and learning environment campus wide.

The products used to provide cleaning, disinfection and sanitizing are specially formulated for use in a broad public setting and are generally more potent but less hard than common household cleaners. All products used are listed on the EPA list of chemicals approved for use against COVID-19 and other biological contaminants.

As part of Facilities response to the current global health crisis, additional cleaning measures for high touch surfaces has been implemented in accordance with CDC and MDH guidance; this includes, but is not limited to: doors, door handles, light switches, countertops, furniture, restroom fixtures and stalls, and water fountain buttons. Campus spaces will be cleaned and disinfected once per day. Staffing levels may be adjusted to meet this commitment. Building Services has also created a continuity of operations plan to cover absenteeism due to illness or other needs.

Some areas on campus have specific cleaning requirements outlined by their governing regulatory agencies. These areas include the Student Center of Health and Counseling and all commercial food preparation and service facilities. While not specifically outlined in this document, these areas will continue to be cleaned and disinfected in accordance with those agency guidelines. Information regarding these areas may be obtained from the department/area director or supervisor.

### **Individual Responsibilities**

We are all responsible for helping to ensure our campus is a clean and health environment. If you see trash, pick it up and throw it away. If an area needs attention, please report it to Facilities.

Although GMWs vacuum and empty trash in individual offices, employees are responsible for cleaning their personal work surfaces such as desktops, computer keyboards/mice,

office materials, other high touch surfaces and personal belongings in private office spaces. Building Services will provide an initial start-up cleaning kit supplied with disinfectant wipes, sanitizing spray and paper towels. As the supplies in the kit begin to dwindle, departments will purchase additional supplies through campus stores to be delivered or arranged to pick them up.

The departmental cleaning supply kit may be used by employees to clean individual workspaces. If you have questions about appropriate cleaners for your IT equipment, please follow this link: <https://www.bemidjistate.edu/offices/its/knowledge-base/how-to-properly-clean-it-equipment/>

Individuals are responsible for pickup and cleaning behind themselves in breakrooms, restrooms, and other similar spaces. This is both common courtesy and will assist GMWs when they perform general cleaning and disinfecting in these areas.

Faculty and students can also provide additional disinfecting of high touch areas in classrooms, laboratories, and computer labs. A cleaning supply kit will be provided in these locations for additional disinfecting of high touch areas. GMW's will restock the cleaning kits, as necessary. Always follow appropriate laboratory procedures and be sure to properly clean and store all equipment, chemicals, experiment products, and other items used within a lab or classroom.

Students are responsible for cleaning their individual residence hall rooms in accordance with Residence Life policies.

### **Reporting A Concern**

Questions or concerns about service or cleanliness of an area should be directed to Facilities by calling 218-755-3988