



## Northwest Technical College COVID-19 Back-to-Campus Preparedness Plan for Adult Basic Education (ABE)

Adult Basic Education (ABE) is committed to providing a safe and healthy environment for our students, instructors, and host campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) 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 campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. NTC leaders and supervisors have our full support in enforcing the provisions of this policy.

We are serious about safety and health and keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our 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 social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

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

ABE instructors and students have been informed 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 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 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. Students will not be discriminated against if COVID-19-type symptoms are reported and the student stays home.

In addition to being asked to self-monitor for signs of illness, a poster consisting of the Tennessee Warning and listing the signs and symptoms to be monitored will be placed by the entrance to the ABE classroom and students will be directed to it at the start of every class. ABE keeps detailed records of student attendance as part of its funding mechanism and these records can be used in the event they are requested as part of contact tracing. With these processes in place, ABE will have an accurate record of who is present in the classroom on a daily basis, and therefore will not maintain a separate log and ledger of Student Health surveys or Questions.

ABE instructors will follow the normal process of informing their supervisor if they are sick or experiencing symptoms while at home or work. Students should inform their ABE instructor and leave campus to return home.

The policy of the host site, NTC, 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. ABE will adhere to this policy.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

## **Handwashing**

Basic infection prevention measures are being implemented at our campus(es) at all times. 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, 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. ABE will adhere to this policy.

## **Respiratory etiquette: Cover your cough or sneeze**

ABE teachers and students 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.

Because masks or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic, they may provide some limited protection from being infected if exposed. ABE instructors and students are required to wear a mask or cloth face covering to prevent the spread of COVID-19 to enter the buildings and while in common areas on campus where social distancing is not possible. Students will be surveyed before returning to campus to determine if they have masks already in possession. Masks will be supplied to ABE staff upon request. ABE students will be expected to provide their own masks.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Masks or cloth face coverings should be marked to remind wearer what side is facing in and out.
- Wearing a mask or cloth face coverings **does not** protect you from others who may spread the virus. So, even while you wear a mask or cloth face coverings, 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.
- People who are sick should still stay home.

## Social distancing

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

1. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
2. Employees and students are asked to maintain six feet of distance between colleagues and visitors
3. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
4. Cloth face coverings are *required* for spaces where social distancing cannot be maintained.
5. ABE students will enter the NTC campus through the exterior door EE closest to the large parking lot. Students will enter the building in a single person, one at a time manner as called in by the ABE instructor and use the sinks in the bathroom nearest the classroom to wash hands immediately. ABE students will be strongly encouraged to eat lunch off campus.
6. During the time on campus, student and faculty are to maintain social distancing, including during instruction as much as practical.

Staff, students, and invited 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.

## 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 will be 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. ABE instructors and students are responsible for cleaning up as part of the instructional activities such as cleaning their own equipment and placing materials in the proper waste container. Wipes and cleaning supplies will be available.

## Specific protocols for ABE summer classes

To adhere to these guidelines, summer session on-site ABE classes will be reduced from four days per week to two days per week beginning July 7, 2020. Classes will be held on Tuesday and Thursday, from 8:30 to 11:30 AM and 1 to 4 PM. To maintain appropriate social distancing within the confines of the classroom, access will be limited to five students at one time, by appointment, along with one instructor. Classes will be reduced to ninety minutes time slots, and students will be assigned an attendance period. Routine cleaning and disinfecting of work surfaces and equipment will be conducted by ABE instructors and students at the end of each class to prepare the space for the next class. Students will be asked to carry their own instructional tools (pencils, paper, notebooks, textbooks, etc...) to and from class rather than leaving those materials in the classroom where others might access them. Students may be asked to purchase their own textbooks in lieu of using a textbook from the curriculum library, or teachers may choose to provide individual student packets for instruction. Any extraneous and non-essential supplies (such as the coffee pot, snacks, non-prescription eyeglasses, etc...) will be temporarily removed from the classroom until further notice.

Priority for in-person/on-site classes will be given to those needing assessment testing for appropriate instructional placement, those who cannot otherwise participate in ABE programming due to a variety of barriers, and students who are nearly finished with a course of study, certificate or diploma, including GED or Adult High School Diploma. In addition to onsite, in person classes, ABE will continue to offer virtual distance learning classes and will encourage students to participate in those options whenever possible.

## Communications and training

This plan was communicated via email to NTC leadership and ABE employees and students and necessary training was provided. Additional communication and training will be ongoing as students arrive each day as part of the entering the building and provided to all employees and students who did not receive the initial training. Leaders and supervisors are to monitor how effective the program has been implemented by keeping the daily health screening documentation for at least one year after the end of the course. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by NTC leadership and was shared and posted throughout the campus community on July 2, 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 small circular mark at the beginning.

**Faith C. Hensrud**  
**Northwest Technical College President**

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

## 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)

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](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)