



COVID-19 Preparedness Plan
Academic Year 2020-2021

Version 5.0
October 15, 2020

This is the current version of the college's COVID-19 Preparedness Plan as of the date above. Due to the evolving nature of the COVID-19 situation, check our website at www.southeastmn.edu/covid19 for updates if conditions or policies change. Updated versions of the plan will be publicly posted and shared via campus email.

Minnesota State College Southeast COVID-19 Preparedness Plan

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Introduction

Minnesota State College Southeast (MSCS) is committed to providing a safe and healthy environment for our students, faculty, staff, and campus guests. The health and safety of our community is our paramount concern. To ensure this, we have developed this COVID-19 Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40 and Order 20-74, *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 on our campuses 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.

Responsibility for the ongoing review, assessment, and updating of this plan will lie with the campus Emergency Response Team. Responsibility for managing day-to-day operations of the campuses, operational decisions, and decisions about resource allocation will lie with the college president and the president's cabinet.

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 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, and federal OSHA standards related to COVID-19.

Students, faculty, staff, visitors, contractors, and vendors are expected to follow safety practices and protocols. Refusal to follow guidelines, practices, and protocols will be considered a violation of Student Conduct for students, and, for employees, a violation of work rules according to collective bargaining agreements which could result in disciplinary action. Visitors who fail to comply will be asked to leave the college premises immediately.

The Emergency Response Team has responsibility for reviewing and updating this plan as needed. Updates will be publicly posted and shared.

1. Designated Contacts

General Management:	Josiah Litant, Vice President of Student Affairs Chad Dull, Vice President of Academic Affairs
Local & Regional Contacts	
Health-related logistics/topics:	Janine Mason, Associate Dean of Nursing
City logistics/topics:	Interim President, Vice Presidents, or designees
Minnesota State System	
System calls:	Larry Lundblad, Interim President
System required weekly reports:	Maryellen Kanz, Director of Human Resources Tom Hoffman, Plant Operations Supervisor
Getting answers from system:	Maryellen Kanz, Director of Human Resources
Screening tool questions/issues:	Rick Nahrgang, Chief Information Officer
Case Management Guidance	
Faculty:	Ann Deiman-Thornton, Dean of Faculty and Operations Heather Conley, Dean of Academic Innovation Associate Dean of Nursing Janine Mason
Staff:	Human Resources Department
Student/Parent COVID-19 concerns:	Josiah Litant, Student Affairs staff
Monitoring COVID-19 email account:	Josiah Litant, Vice President of Student Affairs Chad Dull, Vice President of Academic Affairs
Handling noncompliance:	
Students/visitors:	Josiah Litant, Chad Dull, Ann Deiman-Thornton, Heather Conley, Janine Mason, Melissa Carrington-Irwin, Holly Daley, and Tammy Vondrasek
Employees:	HR Department
Communications:	Katryn Conlin, Communications Director
After-hours Contacts	
Student and Faculty Concerns:	Josiah Litant, Vice President of Student Affairs Chad Dull, Vice President of Academic Affairs
Staff Concerns:	Maryellen Kanz, Director of Human Resources

2. Self-Assessment Health Screening, Identification of Symptoms, and Related Protocols

To protect the health and safety of students and employees from the direct threat resulting from the spread of COVID-19 in the workplace to the extent reasonably possible, MSC Southeast is requiring mandatory screening of all employees, students, contractors, and visitors prior to entering campus buildings for potential exposure to COVID-19 and symptoms of COVID-19. Any individual who has not completed and passed the screening will not be permitted to enter any campus facility.

The purpose of the **online COVID-19 Self-Assessment** is to provide clear guidance in determining whether or not a person is allowed to come to campus. Refer to the Self-Assessment for the specific list of symptoms and a clear definition of exposure.

If a person can honestly answer all of the questions and is cleared, they are allowed to be on campus.

If a person has symptoms, is being tested for COVID-19 due to exposure and/or symptoms, has tested positive for COVID-19, or has been exposed (as defined in the screening tool) to someone who has tested positive for COVID-19, they are not cleared to be on campus.

How to Take the COVID-19 Self-Assessment

Individuals will complete the self-assessment screening electronically—upon their arrival to the college campus but prior to entering a campus building—by visiting the college website (www.southeastmn.edu) and clicking on the red **COVID-19 Self-Assessment** button at the top of the web page. The self-assessment can also be accessed by using the QR Code that is provided on posters located on exterior entry doors of the college. If an individual does not have a mobile device that they can use to complete the self-assessment, they should complete the self-assessment on a personal computer immediately prior to traveling to campus. If an individual does not have access to a personal computer, they are able to complete the self-assessment at established computer stations located at the main entrances of each campus building.

COVID-19 Self-Assessment Results

If an individual passes the COVID-19 Self-Assessment, they will receive an email with the results. The body of the email is bright green and includes the date the individual is permitted to enter campus buildings.

If an individual does not pass the **COVID-19 Self-Assessment**, they will **not** receive an email response and they are not permitted to enter campus buildings.

- **Employees** who complete but do not pass the self-assessment screening are not authorized to enter the workplace and must contact their supervisor using their regular call-in procedure. Employees who feel ill and/or do not pass the screening questions are expected to stay home, utilizing the existing sick leave procedures, or other options as outlined in their contract and by Minnesota State and MMB guidance.
- **Students** who complete but do not pass the health screening are not authorized to enter campus buildings and must contact their instructor to discuss academic options. Students with non-academic questions or concerns should contact the Dean of Students or the Director of Student Success to discuss other support needs or questions.
- **Visitors** are not authorized to enter the facilities if they do not pass the self-assessment screening.

Those who do not pass the **COVID-19 Self-Assessment** screening are expected to:

- Self-isolate or quarantine immediately
- Monitor their health and contact their healthcare provider for specific guidance
- If they are a student:
 - COVID-19 testing is available for students at Mayo Clinic Red Wing and at Winona State University. There is no cost for those without health insurance. Additional testing sites are listed in the Minnesota Department of Health website at: <https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.jsp>
 - Contact the COVID-19 email address below if they need further assistance or information
 - Contact their faculty members to inform them that they will not be attending class
 - Work with their instructors to try to stay on track with completing coursework while absent
- If they are an employee they should contact their supervisor or human resources
- If they are a visitor, contractor, or vendor, they should inform their campus contact
- Email the campus COVID-19 contact at covid-info@southeastmn.edu for additional assistance as needed.

Compliance

Any instructor or staff member has the ability to ask students to show the results of their self-assessment screening at any time. Any supervisor or administrator has the ability to ask employees to show the results of their self-assessment screening at any time. Those without a

smartphone or tablet will be able to log into their email from a campus computer to show their clearance email.

Faculty are expected to confirm that all students in their on-campus classes have completed the self-assessment screening tool and been cleared to enter the campus facilities. This will happen on a daily basis, upon the first time a faculty member has a student in class for the day.

Refusal to Complete the Self-Assessment

Refusal to complete the self-assessment screening will result in prohibition from entering any campus building. If an individual refuses to participate in the self-screening and enters a campus building they will be instructed to leave. Those who do not comply will be referred to the Dean of Students Office (students) or to Human Resources (employees).

Employees who refuse to complete the screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status.

Students will not be permitted to enter campus buildings if they do not complete and pass the screening. Students who refuse to complete the screening and persist in entering campus buildings may be subject to the MSC Southeast student code of conduct and may be removed from campus.

Additional Resources

Those who exhibit symptoms of COVID-19 or come into contact with someone who tests positive for COVID-19 should contact their medical provider for further direction. Local resources include:

- Mayo Clinic Health System—Red Wing (appointments only, no walk-ins): 651-267-5000
- Mayo Clinic Health System Nurse Line (for Red Wing or Winona questions): 507-293-9525
- Winona Health COVID-19 Line (for questions): 507-457-7619
- Winona Health Urgent Care (drop-in or virtual): <http://winonahealth.org>
- Winona State University Health and Wellness Services Ask-A-Nurse (for questions, available to MSC Southeast Winona campus students only), 507-457-2292

- Winona State University Health and Wellness Services (for appointments, available to MSC Southeast Winona campus students only): 507-457-5160
- Additional testing sites are listed in the Minnesota Department of Health website at: <https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.jsp>

3. Handwashing and Respiratory Etiquette

Basic infection prevention measures are always being implemented at our campuses. Students, employees, and all campus visitors 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 visitors to campus facilities will be encouraged to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer stations are located next to exterior doors and should be used immediately when entering and before exiting the facility. All work and classroom spaces have hand-sanitizer dispensers in them, and hand sanitizer stations will be available throughout the campus.

Students, employees, and campus 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 (their mouth, nose, and eyes in particular) 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 spaces. Students, employees, and campus visitors are encouraged to review the COVID-19 section of the college website for additional information and updates.

4. Testing and Communication of Illness

COVID-19 testing is available to students in both the Red Wing and Winona areas.

- In Red Wing, testing is available through Mayo Clinic Health System—Red Wing. Testing will be billed to student’s insurance, and students may be charged a co-pay and/or deductible. If students do not have insurance, Mayo Clinic will cover the cost. Call the Mayo Clinic COVID-19 Nurse Line for details on getting tested, at 507-293-9525.
- In Winona, testing is available through Winona State University’s Health and Wellness Services. Testing will be billed to student’s insurance, though students will not be charged a co-pay and/or deductible. If students do not have insurance, Winona State University will cover the cost. Call Health and Wellness Services for details on getting tested, at 507-457-5160.

Faculty, staff, and campus visitors should refer to their local medical providers for information on how and where to obtain testing.

In the case that an individual receives a positive result on a test for COVID-19, they should notify a college official immediately. Students should notify their instructor, dean, or a vice president. If a college employee is notified of someone who has been on campus and tested positive for COVID-19, they should notify one of the college vice presidents immediately.

The vice president will ascertain if the individual has been on campus in the previous 14 days. If so, the vice president will contact local public health officials for guidance on appropriate response, including for support with contact tracing as necessary. Contact tracing may also be provided in collaboration with trained professionals at Winona State University.

The Minnesota Department of Health (MDH) is currently finalizing contact tracing protocols with institutions of higher education throughout the state. Minnesota State College Southeast will follow all directives and protocols from MDH and work in consultation with local public health officials in order to comply and collaborate to ensure effective contact tracing is facilitated effectively as necessary.

The college vice presidents will serve as the main point of contact to the local public health authorities, and will be responsible for ensuring the implementation of actions that they recommend. Information pertaining to cases of COVID-19 on campus will be shared as necessary to ensure the safety of our campus community. The college will continue to comply with all FERPA and HIPAA laws and guidelines with regard to protecting individual privacy.

5. Face Masks and Coverings

Consistent with the Governor's Executive Order 20-81, all employees, students, and visitors are required to wear face covering in all buildings as well as other designated spaces, except in locations or circumstances exempted under EO 20-81. MSC Southeast requires all employees, students, contractors, vendors, and visitors to use face masks or face coverings that completely cover the individual's mouth and nose while within MSC Southeast facilities. Individuals are encouraged to bring their own face covering to campus. If unable, the college will provide face coverings, as necessary. Masks are available at the front desk of the main building at each campus.

We are all responsible for ensuring that face masks are worn correctly, covering the nose and mouth fully. Administrators, instructors, and supervisors may address concerns with masks being worn incorrectly or not worn at all, and the college encourages everyone to ensure that their masks are correctly worn at all times.

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.
- Wearing a mask or cloth face covering does not protect you from others who may spread the virus. So, whether you wear a mask or cloth 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.
- People who are sick should still stay home. Wearing a mask or cloth face covering does not mean people who are sick should go out into the community. 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.
- Do not buy or wear surgical or N95 masks. These supplies are in high need in health care facilities to protect health care workers.

There are several specific instances when individuals are not required to wear masks or cloth face coverings while in an MSC Southeast building, including:

- When an individual is stationed alone within an enclosed office, classroom, meeting room, or learning space
- When an individual has a preexisting medical, disability, or developmental condition that inhibits the use of face coverings (see additional information on process for this exemption below)
- When actively eating or drinking
- When under the age of 2

If any individual refuses to wear a face mask or cloth face covering and does not comply with the stated exceptions, they will be requested to leave the facilities.

For individuals with a medical, disability, or developmental condition for which they are requesting a waiver to the mask requirement:

- Faculty or staff must submit documentation from a medical professional to the Human Resources department. That documentation must reflect the holder's inability to wear a mask. The decision of granting a waiver will be at the discretion of the Director of Human Resources or their proxy.
- Students must submit documentation from a medical professional to the Director of Student Success. That documentation must reflect the holder's inability to wear a mask. The decision of granting a waiver will be at the discretion of the Director of Student Success or their proxy. The Director of Student Success will provide a notice detailing the approved waiver to the student's current faculty.

Upon approval of an exception, the following steps will be taken:

1. It will be assessed if the individual is able to conduct their campus activities remotely.
2. If arrangements are not able to be made for the individual to conduct their campus activities remotely, steps will be taken to minimize the individual's exposure to others on campus. If a campus administrator determines that it is not possible to sufficiently reduce the individual's exposure to others, a determination may be made that a reasonable exception cannot be provided.

For employees this process will be managed by the employee's supervisor in consultation with HR. For students this process will be managed by the Dean of Faculty, in consultation with the student's instructors.

6. Physical Distancing

Physical distancing is required on the college premises using the following engineering and administrative controls:

- Employees status to work remotely will be determined by their supervisor and then with Human Resources approval.
- Employees may be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
- If an employee finds that it is necessary to come to campus, they should limit their time in the facilities and choose an appropriate time of day to reduce the number of employees and students on campus at once.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Students are requested to adhere to a permanent seating chart for entire semester where applicable.
- Be aware of and avoid crowded spaces including break rooms, lunchrooms, and restrooms.
- Tables will be spaced 6 feet apart in all common spaces.
- In-person meetings or gatherings of greater than 25 should be done virtually. Meetings with 25 or less should be held remotely whenever possible and in person only as absolutely needed.
- Employees, students, and visitors are prohibited 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.
- When multiple employees are working in the same area, either staggered shifts or additional barriers will be installed when social distancing cannot be practiced.
- Employee break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained). Shared coffee makers, food serving items, etc. will not be allowed.
- Visitors who are not directly related to the individual's or unit's work are not allowed.
- Vehicles will be cleaned and disinfected after each use.
- Plexiglass has been installed in high traffic areas, such as the front desk and the bookstore.
- Students and employees can seek support and present concerns to a college vice president.

The Director of Facilities will hold responsibility for ensuring the appropriate spacing of furniture in common spaces at the college to ensure appropriate physical distancing. Faculty are expected to address necessary modifications of space in their individual academic program plans. Staff are expected to modify their program and office spaces to ensure sufficient physical distancing.

7. 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, railings, printers and copy machines, credit card readers, delivery equipment, etc. Electrostatic disinfectant sprayers are located at each campus and will be used daily for cleaning. Faculty and staff may assist in periodic cleaning of classrooms, reception areas, service counters, conference rooms, work rooms and other spaces shared by multiple people. High traffic areas will be cleaned throughout the workday.

General Maintenance Workers have received training regarding washing their hands often with soap and water for 20 seconds, using disposable gloves and masks, and cleaning surfaces using soap and water and/or a neutral cleaner prior to applying disinfectant. More frequent cleaning and disinfecting may be required based on the level of use. Diluted bleach solutions may be used if appropriate for surfaces. Areas of the college not in use will be cleaned thoroughly and then closed off.

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, including, but not limited to:

- Immediately cordoning off the area(s) used by the affected individual. Campus may not need closure if affected area can be cordoned off.
- Opening outside doors and windows if possible, to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting the area. If 24 hours is not feasible, wait long as possible.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, and keyboards.
- Once the area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days pass since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

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

8. Impact of COVID-19 on Students

MSC Southeast recognizes that the global pandemic has created a disproportionate impact on low-income students, students of color, and other underserved groups. We encourage any students who may be experiencing difficulties caused by the pandemic to contact Student Affairs for assistance and/or referral to campus or local resources. Students are encouraged to reach out to Melissa Carrington-Irwin, Director of Student Success, or to Josiah Litant, Vice President of Student Affairs & Dean of Students.

Campus facilities and services remain open and available to students during facility business hours, including:

- Campus food pantries
- Mental health counseling (available remotely)
- The Roost (computers, internet access, printing, tutoring services)
- Wellness Rooms (private rooms for lactation, meditation, prayer, or quiet space)
- Student Commons

9. Individual Academic Program Planning

Academic programs will be offered in distance learning formats wherever practical. For programs requiring instruction on campus, a return-to-campus plan will be developed. Safety and health of MSC Southeast staff and students will be top priority. These plans will be developed by faculty in the program along with their dean. Plans will be based on the protocols established in the campus wide return-to-campus plan. A template is available for faculty to use in the construction of their individual academic program plans, and can be found on the campus shared H:\\ drive (in the COVID-19 folder).

Individual program plans are to be designed by faculty and their dean; the facilities team and the finance and administration division will vet them for compliance with the college-wide COVID-19 plan and ability to safely implement. The Vice President of Academic Affairs will make a pronouncement on the proposal and then forward it to the President's office for final approval.

Plans will be made available to students through their faculty or by request. Concerns or questions about safety planning for academic programs may be directed to Vice President of Academic Affairs, Chad Dull at chad.dull@southeastmn.edu.

Individual program plans could include additional safety measures made necessary by the nature of the program, potentially to include, but not limited to:

- Requiring students to regularly sanitize their personal workspace.
- Requiring students to sanitize shared equipment or tools before and after each use.
- Requiring students to leave the classroom/lab if standards are not followed.

10. College Sponsored Events

All college-sponsored events taking place on or off campus require an event plan to be submitted and approved by the college. Events are defined as gatherings of any kind that are not classes, meetings, or individual campus tours. The cap on the number of participants permitted in an event must follow current CDC, MDH, and Minnesota State guidelines. Event organizers should write an event plan. Event plans should be submitted to a college vice president for review no later than 15 working days prior to the event. Plans will be reviewed solely for compliance with the college pandemic plan or other related pandemic considerations. The vice president reviewing the plan will provide the event organizer and their immediate supervisor with either: a.) approval of the plan and permission to move ahead with the event, or b.) a request for alterations and resubmission of the plan.

11. Communication of Policy and Training

This policy was initially communicated via e-mail to all employees and students on July 16, 2020 and is being resent upon each update. This plan has also be posted on the MSC Southeast website, and an updated version of the plan will be posted on the college website upon each update. 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 effectively the program has been implemented and share their feedback with their cabinet member. Employees and students are encouraged to submit feedback on the effectiveness of this plan to any cabinet or Emergency Response Team member, in order to inform the continual implementation of communications strategies and ongoing training as necessary.

This plan has been certified by MSC Southeast leadership after consultation from the MSC Southeast community.

12. Ongoing Assessment and Review

The Emergency Response Team (ERT) is responsible for managing ongoing assessment of this plan and its effectiveness. The ERT will have a standing meeting every month, with the ability to call additional meetings in between as needed. The ERT will be provided with updates, including report-outs on number of confirmed COVID-19 cases that the college has been notified of (without personally identifying information). The ERT will review the current situation on campus, locally, regionally, and nationally, and make determinations for when edits, additions, or changes are needed to the plan, and will be responsible for making those updates. Updated versions of the plan will be posted on the college website and will be sent out to faculty, staff, and students via email upon each update.

Certified by:



Interim President
Minnesota State College Southeast

Appendix: Additional Resources

Coronavirus General Information

Center for Disease Control:

www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health:

www.health.state.mn.us/diseases/coronavirus

Occupational Safety and Health Administration:

www.osha.gov

Health and Safety

Handwashing:

www.cdc.gov/handwashing

Prevention:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

Etiquette:

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing:

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

Housekeeping

Facility disinfection cleaning:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Home disinfection cleaning:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

General building cleaning and disinfection:

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Signs and Symptoms of COVID-19

Signs and symptoms:

www.health.state.mn.us/diseases/coronavirus/basics.html

Steps to take if you are sick:

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Isolation:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>