COVID-19 Back-to-Campus Preparedness Plan

Rochester Community and Technical College (RCTC) is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our 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 Orders 20-40 and 20-52. We are all (Employees and Students) responsible for implementing this plan and RCTC 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.

During the Stay at Home Executive Order 20-20, Minnesota State was deemed a priority service to assist and guide our students to finish the semester. This meant keeping our campus open with limited essential employees, and having others telework. Although the Order expires on May 18, 2020, Management will continue to have employees telework as much as possible over the summer, with plans to expand the reopening of departments/offices on-campus incrementally with employees rotating coverage. These plans will continually be reassessed as new guidance and information are made available to Management.

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 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

RCTC will adhere to all of the policies and procedures outlined by Minnesota Management and Budget (MMB) and Minnesota State and may implement other practices outlined under the Guidance for Screening Students and Employees document (Appendix A). Our screening plans include the use of a Health Screening Questionnaire (Appendix C) as a standard, and specific academic programs may expand on the standard as they deem necessary. Temperatures will not be taken, but the standard practice will be reassessed as new guidance/directions are received from the MDH and system office.

- Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.
- Employees have been informed they should pay special attention to the guidance of the Minnesota Department of Health, and to stay home when sick, cover their cough, and practice good hand hygiene.
• Employees, students and visitors are strongly encouraged to wear cloth face coverings on campus when social distancing measures are difficult to maintain. In specific classes/programs, face coverings are required to complete the instructional components of the class if social distancing can’t be maintained. A link to the [CDC website](https://www.cdc.gov) has been provided for more information.

• Employees at risk of infections or those who may infect others were also informed to seek alternative workspaces and work with their supervisors to discuss other options.

With regard to face-to-face instruction, RCTC will follow the guidance provided by Minnesota State as it relates to resuming in-person instruction. (See Appendix B). Students and Employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home. If an employee or student becomes sick while on campus, they will be sent home immediately and surfaces in their workspace/study space will be cleaned and disinfected. RCTC will follow Minnesota Department of Health and local health department guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.

RCTC will follow the MMB leave policies. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be followed as outlined by MMB and Minnesota State. In addition, RCTC will follow the worker protection rules outlined by the [Minnesota Department of Labor](https://www.state.mn.us/). 

**Handwashing**

Basic infection prevention measures have been implemented at our campus. 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 visitors to campus facilities will be encouraged to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in them and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

**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 (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 places. Employees and students are encouraged to review the College’s [COVID-19 Website](https://www.rctx.edu) for additional information and updates.

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 coverings does not protect you from others who may spread the virus. So, whether or not 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. Wearing a mask or cloth face coverings 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 coverings to the clinic.

• **Don’t buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.

• A mask of cloth face coverings 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.

### Social Distancing

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

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

2. Employees may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.

3. 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.

4. Employees and students are asked to maintain six feet of distance between colleagues and visitors.

5. Plexiglass has or will be installed in high traffic areas, such as the Welcome Center, Cashier’s Office, Library, Atrium, Heintz Commons, Sports Center and Advising, and in instructional classrooms/labs when a six-foot separation is not feasible.

6. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.

7. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.

8. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.

9. Employees, students and 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.

10. When multiple employees are working in the same area, either staggered shifts or additional barriers will be installed when social distancing cannot be practiced.

11. Staff working on campus will be provided face coverings and other personal protective equipment (i.e. gloves) as appropriate.

12. Face coverings are available at the Welcome One-Stop Center for employees and students on campus.

13. Disinfectant has been placed throughout the campus, including by elevators.

14. During a Stay at Home Order, a College issued ID must be presented or personal knowledge of the individual’s identify as a student or employee must be confirmed before entrance is allowed into the buildings.

15. Hours of operation is reduced and will continue to be reassessed throughout the pandemic.

### Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work and study surfaces, equipment, 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, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

General Maintenance Workers have been educated about washing their hands often with soap and water for 20 seconds, are provided disposable gloves and masks, and have been instructed to clean surfaces using soap and water and/or a neutral cleaner, then using disinfectant. More frequent cleaning and disinfecting may be required based on the level of use. Diluted bleach solutions may be used if appropriate for the surface. Areas of the College not in use will be cleaned thoroughly and then closed off. If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC will be followed. These include, but are not limited to:

1) Immediately closing the area(s) used by the individual who is sick;
2) Opening outside doors and windows if possible;
3) Waiting 24 hours before cleaning or disinfecting the area.

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

**Additional Resources**

Additional resources available in Appendix D.

**Communications and Training**

This plan was communicated via e-mail to all employees and students on May 15, 2020 and appropriate training has been provided. Additional communication and training will be ongoing as needed and provided to all employees and students who did not receive the initial training. Managers and Supervisors are to monitor how effective the program has been implemented and share their feedback with their Cabinet member. 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 Rochester Community and Technical College leadership and was shared and posted throughout the campus community on May 15, 2020. It will be updated as necessary.

Certified by:

[Signature]
President
Appendix A – Guidance for Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities – May 11, 2020

Purpose: This document provides a framework for screening students, faculty, staff, and others for symptoms of COVID-19 before they participate in in-person, face-to-face activities on campus and at the system office where social distancing measures may be difficult to implement or sustain. These activities may include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings.

General: Screening students, faculty, staff, and other community members is to help slow the spread of COVID-19 in the community while enabling the safe and effective delivery of academic programs, support services, and management activities. The screening includes three elements: Pre-Activity Communication, On-Site/Day-Of Screening, and Follow-Up. These activities have been coordinated in consultation with the Minnesota Department of Health.

Pre-Activity Communication: Campus and system office leaders should communicate with students, faculty, staff, and other community members to inform individuals and set expectations for conducting and participating in in-person, face-to-face activities on campus and at the system office, especially where social distancing measures may be difficult to implement or sustain. Communication should be recurring for the foreseeable future and take advantage of text messaging, e-mail, social media, website postings, telephone calls, campus signage, and other means. Pre-activity communication should include:

- Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility.
- Stay at home if you are sick or not feeling well,
  - Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
  - Contact a healthcare provider should symptoms persist or worsen.
- Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Wear a cloth face covering in settings where social distancing cannot be maintained.
- Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

On-Site/Day-Of Screenings: Where practical, this screening may take place at a single-entry point to the campus. Otherwise, it may occur at an entryway to the building or individual class or office settings.

Prior to beginning in-person, face-to-face activities instructors, faculty, or supervisors should screen for symptoms consistent with COVID-19:

- Ask if the student/staff has ANY of the following symptoms:
  1. COUGH (New or Worsening): YES / NO
  2. SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, TWO (2) or more of the following symptoms: YES/NO
     - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
     - Chills
• Headache
• Sore Throat
• Muscle pain,
• Loss of taste or smell

- If ALL three of the ABOVE are NO, the individual can enter the program space. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.
- If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or nor participate and will be asked to return home. They should then stay home until:
  o They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  o Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  o At least 10 days have passed since their symptoms first appeared

If an individual becomes sick during the day, ask them to go home.

NOTE: It is also important to remind students and staff that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.

Follow-Up: At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all to:

• Wipe down any surfaces they may have touched.
• Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
• Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
• Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.
Appendix B – Guidance for Resuming In-Person Instruction During Ongoing COVID-19 Outbreak- May 11, 2020

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue to practice social distancing, implement or continue cleaning protocols, and provide clear communication to students, faculty, and staff about what will be required to participate in any in-person instruction.

The guidelines below provide general information for instruction.

In general, all students, faculty, staff and others in the campus community are expected to:
- Stay at home if you are sick or not feeling well,
- Wash your hands frequently with soap and water for at least 20 seconds,
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol,
- Cover your coughs and sneezes,
- Practice social distancing by keeping at least 6 feet of space between people,
- Clean and disinfect frequently touched surfaces,
- Wear cloth face covering where:
  - Social distancing (6-foot separation) cannot be maintained,
  - Activities require interactions within 6 feet for an extended period of time, and
  - It does not interfere with wearer’s vision.
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath,
- Monitor their health, speak up and act to the wellbeing of yourself and others, and
- Take ethical responsibility for yourself, friends, family and our communities.
- When not on campus, everyone should adhere to Stay-At-Home orders, practice social distancing when out in public, and wear masks if social distancing is not an option.
  - For students, do not clustering beyond study needs outside of class and if in those groups, keep the groups small, consisting of their already existing pods of 5-10 classmates.

For in-person instruction:
- Designate a primary COVID-19 contact for your program/department to answer questions and make determinations about any symptoms that may prevent a student from attending in-person.
- Communicate clearly to students and faculty about the necessity of following the identified protocols to ensure individual and class health and safety.
- Follow MDH guidelines for screening students and faculty for COVID-19 symptoms (attached).
- Keep class sizes as small as possible, and generally no more than 5-10 students.
- Explore hosting smaller classes in larger rooms.
- Explore classroom arrangements that allow for more space between students; spread out desks, tables, equipment and chairs.
- If students need to work in pairs or in small groups, make the pairings consistent for the duration of the in-person coursework to minimize contact with multiple individuals.
- Have multiple time slots for a class; split up and stagger sessions.
- Have multiple venues for one class.
- Explore hosting classes outdoors, when possible.
- Instruct all involved, students, faculty, staff and others, to wash their hands, cover their coughs and practice social distancing.
- Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
• Instruct all involved, students, faculty, staff and others, to wipe down frequently touched surfaces including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc.
• Direct all to wash hands after session.

Personal Protective Equipment (PPE):
• Utilize PPE normally required for the performance of the duty or task.
  o Typically documented in the Job Hazard Analysis of the specific task, position and job responsibilities.
  o Questions on these should be directed to individual supervisors.
• There is no recommendation by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for the use of PPE (surgical or N95 masks) by the general public to include a classroom setting. These should be reserved for healthcare providers and first responders.
• Both the CDC and MDH recommend wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies).
  o Students, faculty, staff and others in the campus community may choose to do this if doing so does not interfere with doing you work safely.
  o The CDC and MDH remind all that wearing cloth face coverings does not protect you from others who may spread the virus. Whether or not you wear a cloth face covering, you should still stay at home if you are sick, wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
• Colleges and universities may allow and/or encourage the wearing of cloth face coverings where other social distancing measures are difficult to maintain.
  o A college and university may make cloth face coverings available to students, faculty, staff and others in the campus community.
  o Students, faculty, staff and others in the campus community may wear cloth face covering in non-campus related actives like shopping.
Appendix C – Health Screening Checklist

If anyone entering the facilities has a measured temperature above 100.4°F or answers “Yes” to any of the screening questions below, they should go home, isolate themselves, and contact their health care provider.

For more information on COVID-19, please call the county’s COVID-19 Hotline at 507-328-2822.

Student, Employee, and Visitor Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- [ ] Fever (100.4 F or higher), or feeling feverish?
- [ ] Chills?
- [ ] A new cough?
- [ ] Shortness of breath?
- [ ] A new sore throat?
- [ ] New muscle aches?
- [ ] New headache?
- [ ] New loss of smell or taste?

Based on template provided by

DEPARTMENT OF HEALTH
Appendix D – Additional Resources

General
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing
www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

Employees exhibiting signs and symptoms of COVID-19
www.health.state.mn.us/diseases/coronavirus/basics.html

Training
www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf