COVID-19 BACK-TO-CAMPUS PREPAREDNESS PLAN

Updated 7/2/2020
# Table of Contents

GUIDING PRINCIPLES ................................................................................................. 3

CAMPUS HOURS ................................................................................................. 3

DOOR ACCESS ........................................................................................................ 3

HEALTH SCREENING ............................................................................................. 4

EXPERIENCING SYMPTOMS .................................................................................. 4

FACE-TO-FACE INSTRUCTION ............................................................................ 4

EMPLOYEE LEAVE POLICIES ............................................................................. 5

HANDWASHING ................................................................................................. 5

RESPIRATORY ETIQUETTE ............................................................................... 5

FACE MASKS ...................................................................................................... 6

SOCIAL DISTANCING ......................................................................................... 6

HOUSEKEEPING .................................................................................................. 7
  GENERAL/PUBLIC SPACES .............................................................................. 7
  PHYSICAL PLANT (FACILITIES/MAINTENANCE) AND CLASSROOMS .......... 7
  OFFICES/DEPARTMENT SPACES .................................................................... 7

PLEXIGLASS BARRIERS .................................................................................... 8

SIGNAGE ............................................................................................................. 8

JOB APPLICATIONS .......................................................................................... 9

CHILDREN ON CAMPUS .................................................................................... 9

EXTERNAL AGENCIES HOUSED ON CAMPUS .................................................. 9

SPECIFIC DEPARTMENT OPERATIONS .............................................................. 9
  ADMINISTRATION (PRESIDENT/VICE PRESIDENTS): .................................... 9
  ADMINISTRATION - ACADEMIC DEAN (CAREER AND TECHNICAL EDUCATION): .................................................... 9
  ADVISING AND COUNSELING ..................................................................... 10
  ATHLETIC TRAINING ...................................................................................... 10
  ATHLETICS ...................................................................................................... 10
  BOOKSTORE .................................................................................................... 10
  BUSINESS AND WORKFORCE EDUCATION ............................................... 11
GUIDING PRINCIPLES

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 expired 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.

CAMPUS HOURS

As of July 1, 2020, the RCTC Campus hours are 8:00 am – 4:30 pm Monday through Friday.

DOOR ACCESS

Entry to buildings is limited. Please use the designated building access doors to enter and exit the campus facilities safely. Prior to entering, all individuals are expected to self-monitor for signs and symptoms of COVID-19. (See self-screening questions on Appendix C.)

<table>
<thead>
<tr>
<th>Click link for Map</th>
<th>Main Campus</th>
<th>Heintz Center</th>
<th>Sports Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door 13</td>
<td></td>
<td>Door H8</td>
<td>No access at this time</td>
</tr>
<tr>
<td>(Atrium)</td>
<td></td>
<td>(east side of buildings)</td>
<td></td>
</tr>
</tbody>
</table>

Click link for Map: Main Campus, Heintz Center, Sports Center.
HEALTH SCREENING

All persons entering the buildings are expected to self-monitor for signs and symptoms of COVID-19 prior to the initial entry into the Campus buildings each day. (See self-screening questions on Appendix C.) Those symptoms include a new or persistent cough, experiencing a shortness of breath, or answering YES to any two of the following symptoms (Fever of 100.4°F; Chills; Headache; Sore Throat; Muscle Pain; or Loss of Taste or Smell).

Everyone is expected to answer the questions truthfully and to the best of their knowledge. Should COVID-19 symptoms exist, individuals are instructed NOT TO ENTER the building, return home, and contact the Olmsted County’s COVID-19 Hotline at 507-328-2822.

Temperatures will not be taken, but the standard practice of self-monitoring will be reassessed as new guidance/directions are received from the MDH and system office. Specific academic programs may expand on these standard questions and add additional protocols as they deem necessary.

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).

- 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. Specific classes/programs and areas, 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 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.

EXPERIENCING SYMPTOMS

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.

FACE-TO-FACE INSTRUCTION

RCTC will follow the guidance provided by Minnesota State as it relates to in-person instruction. (See Appendix B).
EMPLOYEE LEAVE POLICIES

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.

See Appendix F – Employee Rights, for information on paid sick leave and expanded Family and Medical Leave under the Families First Coronavirus Response Act.

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 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.

**FACE MASKS**

Employees, students and visitors are strongly encouraged to wear face masks (cloth or other), and it may be required in some classes and spaces on campus. The College will provide a standard face mask to employees and students that do not have their own. Academic programs may have additional requirements that supersede this standard.

**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 identity 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

GENERAL/PUBLIC SPACES

The General Maintenance Workers are responsible for disinfecting general/public spaces on campus. Regular housekeeping practices have been 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. The frequency of cleaning and disinfecting will be increased to every four hours or more, and 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.

PHYSICAL PLANT (FACILITIES/MAINTENANCE) AND CLASSROOMS

The College will follow the guidance of the MDH, the CDC, and the government of the State of Minnesota. Class sizes will be limited in accordance with this guidance.

To ensure social distancing requirements are met, seating arrangements in classrooms will be modified to ensure students are spaced at intervals consistent with social distancing.

Campus maintenance staff will modify their practices to ensure that facilities are cleaned and sanitized frequently. The General Maintenance Worker assigned to the space is responsible for cleaning and/or disinfecting each classroom daily at the beginning of their shift.

The staff, faculty and/or students using a specific classroom will share in the responsibility of disinfecting the classroom.

Physical plant will provide disinfectant wipes and gloves in each classroom. At the beginning and end of each class, the staff, faculty and/or students will wipe down surfaces and objects that were touched often, such as desktops and keyboards.

Any physical plant needs for classrooms can be address via the college’s work order system or contacting maintenance at 507-358-2230

OFFICES/DEPARTMENT SPACES

The responsibility for disinfecting individual departments and offices is the responsibility of the employees located in those areas. Special emphasis will be given to frequent contact surfaces, including, but not limited to workstations, door handles, meeting spaces and equipment. Employees will pay special attention to those tools and equipment shared amongst employees, including printers and kitchen appliances and surface areas. Gloves and wipes will be provided by physical plant. The frequency of air filter replacement and HVAC system cleaning will be increased, with fresh air exchange maximized. Filters will be inspected every day and cleaned/replaced as needed.

Employees 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 may be 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 by the Physical Plant Staff. 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.

Physical Plant staff will work with vendors and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary Personal Protective Equipment (PPE) are available.

PLEXIGLASS BARRIERS

Plexiglass shield are being used by departments as additional safety precaution.

SIGNAGE

Signage has been placed throughout the campus, including designated entrances, digital screens, and casual seating areas. The signage includes health and sanitation reminder and information about social distancing while on the campus. (See Appendix E.)

Signage has also been posted throughout the various offices/departments on campus to remind employees about social distancing and handwashing guidelines from the CDC. Employees have also been given clear instructions on how to properly clean, disinfect and sanitize all touchpoints in the work areas according to the CDC guidelines.
JOB APPLICATIONS

Applicant interviews will be conducted by phone or video screening for candidates whenever possible. In-person interviews will be conducted in large spaces where social distancing can be practiced.

CHILDREN ON CAMPUS

In accordance with RCTC Policy 6.4.3.2 children are not permitted in classrooms, except as granted by the faculty member responsible for a class. Children shall not be present at an employee’s workplace in lieu of other childcare arrangements, except as granted on an emergency basis by an appropriate supervisor. Any children on campus should wear a cloth (or other) face mask.

EXTERNAL AGENCIES HOUSED ON CAMPUS

Organizations that lease space on the RCTC Campus will be allowed to reopen their area(s) once their preparedness plans have been documented. Their plans are not approved by RCTC but must be filed with the RCTC Vice President of Finance/Facilities and be communicated to their employees and customers. The Department of Labor and Industry’s website https://www.dli.mn.gov/updates includes a checklist and template for the external agencies to use.

SPECIFIC DEPARTMENT OPERATIONS

In addition to the campus-wide planning, individual departments throughout the campus established plans and protocols specific for their operations to resume on campus. As part of this process, all RCTC faculty and staff were encouraged to submit a COVID-19 Reopening Operations Facilities Request form for reopening their departments/offices. Responses were shared with appropriate Managers and taken into consideration when taking appropriate measures for reopening of their departments.

ADMINISTRATION (PRESIDENT/VICE PRESIDENTS): The Senior Administrative Suite of the College, which houses the offices of the President and Vice Presidents is open Monday through Friday from 8:00 am – 4:30 pm with both Administrators and staff rotating shifts to ensure the needs of the students, employees and public are met, while also ensuring social distancing by reducing the number of employees in the workspace on any given day. Entrance into the suite will be limited to a single door access (depending on staffing for the day). Plexiglass will be used when interacting with visitors to ensure social distancing compliance. Employees have been instructed to remain home if they are not feeling well, and cleaning/disinfecting protocols have been established with employees being responsible to wipe down surfaces they have been in contact with during their assigned shifts.

ADMINISTRATION - ACADEMIC DEAN (CAREER AND TECHNICAL EDUCATION): The CTE Dean’s Office is open with staff rotating on-campus coverage to ensure social distancing. The Dean’s Suite (H1001) will begin to limit the number of visitors to 3 at any given time. A plexiglass shield is placed on the desk of the
Administrative Assistant in H1001A. X’s and “Do not enter” signs will be placed on the floor and doorframes for H1001D and H1001C to restrict traffic into the Dean and Assoc. Dean offices. Meetings with students and public will be held in H1003 with a maximum of 3 attendees. Meetings with more than 3 attendees will be conducted via Zoom until further notice. 1-1 meetings with faculty, staff or students will be permitted on a limited basis and will follow social distancing guidelines which includes encouraging masks for both individuals. Office suite door handles, table & desk surfaces will be cleaned regularly and as needed before and after any scheduled meetings.

**ADVISING AND COUNSELING:** All academic pathway advisors are available by phone, email, Zoom, and face-to-face appointments. For admitted and current students, appointments with an academic advisor can be made via advisortrac.rctc.edu. In addition, all students may seek face-to-face assistance by visiting the Welcome and One Stop Center Monday through Friday, 8:00 am – 4:30 pm; advising/counseling staff will be called upon as needed to address student needs. All face-to-face interactions conducted with advising and counseling staff will follow social distancing guidelines. Advising and counseling staff are responsible for ensuring all spaces and equipment used in conducting face-to-face appointments are sanitized on a regular basis as well as after use.

**ATHLETIC TRAINING:** The athletic training room will be open by appointment only Monday through Friday from 8:00 am – 4:30 pm beginning June 15th. All surfaces in the athletic training room will be disinfected at the start of each day and surfaces will continue to be sanitized by the Athletic Training staff as they are used. Social distancing protocols will be followed, and Athletic Training staff and students will use personal protective equipment as required by the visit. The Athletic Training Staff will use hand sanitizer prior to any interaction with student-athletes.

**ATHLETICS:** The Athletics Department will be staffed on campus Monday through Friday from 8:00 am to 4:30 pm beginning June 15th. At this time, the athletic and faculty office area will be open to staff and faculty. Social distancing protocols will be adhered to and plexiglass will be installed at the main desk area for protection. Materials required for sanitization will be readily available and those that use the space will be expected to sanitize surfaces after use. Coaches may conduct scheduled appointments with students and potential students following social distancing guidelines.

**BOOKSTORE:** The Bookstore is set to reopen with in-person transactions starting on June 15, 2020. The hours are Monday through Friday from 8:00am-4:00pm. The Bookstore will be staffed by the four (4) full time employees as the area allows for the practicing of social distancing. Plexiglass barriers have been set up at each cash register. Floor markers are installed in front of the cash registers, directional arrows will be placed in the aisles to ensure customers are following protocols and clothing racks will be spread out. Signage will be posted on the door to the Bookstore allowing only five customers in the store at a time. Hand sanitizer will be at each register and at the entrance of the store. Staff are aware that if they do not feel well they should contact the Bookstore Supervisor and other arrangements will be made. Online orders are encouraged and we will continue to offer free shipping on all orders. The Bookstore can be reached at 507-285-7202 or bookstore@rctc.edu.
BUSINESS AND WORKFORCE EDUCATION: The Business and Workforce Education Department is open with rotating staff rotating shifts to ensure the needs of the students, employees and public are met, while also ensuring social distancing by reducing the number of employees in the workspace on any given day.

BUSINESS OFFICE: The Business Office and Cashier’s window will be open Monday through Friday from 8:00am-4:30pm with staff rotating shifts between office coverage and telework. In order to follow social distancing guidelines, plexiglass barriers have been installed at the cashier window and at the Business Office Admin desk. Floor markers will be installed in front of the cashier window and Business Office desk to ensure employees and customers follow proper social distancing protocols. Signage will be posted on the door to the Business Office allowing only one customer in the office at a time. Signage will also be posted on the Bankmobile computers to indicate when computers have been sanitized. Chairs will be removed from entry area. Hand sanitizer will be at both locations. Staff scheduled to report to the office have been instructed if they do not feel well they will contact the Business Office Supervisor and other arrangements will be made. Team meetings will continue virtually. Online payments are encouraged. The Cashier can be reached at 507-285-7311 and the Business Office can be reached at 507-280-2969.

COLLEGE RELATIONS: The College Relations Division has the ability to perform a majority of its tasks remotely. As such, staff will continue to work remotely but will slowly begin to return to campus with full on-campus staffing expected after July 1, 2020. Each staff member has their own office with a closable door which allows for adequate social distancing. There is also adequate space for meetings with a small number of people at the department’s conference table located in the office suite. The staff will ask colleagues to call/email before coming to the office so appropriate social distancing measures can be in place before meeting in person. As always, RCTC employees can submit a support request here.

DISABILITY SUPPORT SERVICES: (See TRIO/STUDENT SUPPORT SERVICES below)

FINANCIAL AID: The Office of Financial Aid is fully operational Monday through Friday, 8:00 am – 4:30 pm. (Note: Financial Aid staff are unavailable on Tuesdays from 8:00-9:00 am as they conduct their regularly scheduled meeting.) Students with Financial Aid questions or concerns may email (financialaid@rctc.edu) or call the Financial Aid Office at 507-285-7271 or visit the Welcome and One Stop Center for assistance. The Financial Aid staff will follow all social distancing, personal protective equipment, and sanitizing guidelines in conducting their day-to-day operations as well as while conducting face-to-face interactions with students, faculty and staff.

FOUNDATION: All face to face summer activities for the RCTC Foundation have been cancelled. Virtual connections will continue via social media. Foundation activity around scholarships, funding, and College support is currently being handle effectively with teleworking.

The Foundation Suite will have limited walk-in access by appointment. A plexiglass shield and crowd cordon will be put in place immediately entering H1301. Only Foundation staff will be allowed beyond the barrier. Meetings with students and public will be held in H1003 with a maximum of three (3) attendees. Meetings with more than
three (3) attendees will be conducted via Zoom at this time. One-on-one meetings with Foundation staff will be permitted on a limited basis and will follow social distancing guidelines, which includes strongly encouraging face coverings be worn by both individuals. Office door handles, table & desk surfaces will be cleaned regularly and as needed before and after any scheduled meetings.

**HUMAN RESOURCES:** The Human Resources Office will continue to serve employees and visitors virtually, through telephone or in person by appointment. The physical office will be open minimally two days per week, with flexibility to allow for those needing in-person assistance. Precautions will be taken to ensure social distancing for in-person visits. Signage is posted to allow for one visitor in the reception area at any given time. A table in the reception area will provide a barrier between the staff and others. Any access beyond the table will follow social distancing guidelines. Those requiring additional assistance will be directed to the conference room table where staff and visitors can maintain social distancing. Masks will be available for those who do not possess one and wish to have one during their visit. Internal safety protocols have been established (including wiping down any items outside of individual offices after use, masks, gloves, wipes). Additional needs and requests will continue to be monitored and adjustments made (i.e. schedules, hours and protocols) as needed.

**INFORMATION TECHNOLOGY (IT):** The Information Technology Division staff are working a rotating schedule. All IT staff are encouraged to wear facial coverings, especially when interacting with customers. Staff are asked NOT TO COME TO WORK if they exhibit any COVID-19 symptoms. Divisional meetings will continue to be held through TEAMS or Zoom, unless physical presence is required, at which time it will be limited to 10 staff with ability to social distance. IT staff are asked to wear gloves when exchanging equipment and to immediately sanitize equipment that is returned from customers. Six-foot markings have been placed on the floor to separate visitors coming into the TSC area, and the area is limited to a maximum of eight people at any given time. Plexiglass has also been installed for interaction at the counter, along with hand sanitizers and sanitization spray. If a pre-determined group of students is known to need assistance (I.e. pick-up equipment), specific schedule and instructions will be communicated to the group. Computer equipment used in shared/open spaces will follow a four-step sanitization practice.
### 4-Step Process for Keeping Computer Labs Healthy and Safe

<table>
<thead>
<tr>
<th>(1) Sign on Door</th>
<th>(2) Sign on Computers</th>
<th>(3) Sanitizing Equipment (RCTC)</th>
<th>(4) Self-Sanitization (User)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We will post on each computer lab door that it is closed!</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Only 1 lab will be opened until load/demand increases. Then, we will open one additional lab, as we go.</strong></td>
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</tr>
<tr>
<td>Each computer will have a laminated sign on the monitor that can be turned over to indicate that it was sanitized and/or used.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>After every use, a room proctor, IT and/or facilities staff will sanitize equipment that has been used in common areas, labs, etc. They will also sanitize the adjacent computers to the used device as a precaution.</td>
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</tr>
<tr>
<td>Each lab will have rags and sanitizing solutions available in it. Instructions will be posted in each room to spray down a rag, then use the rag to wipe down equipment, keyboards, personal hands, etc. (spraying down keyboards directly will destroy the keyboards over time!)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

This Computer Lab is Closed!

If you need to access a lab, please go to the Welcome and One-Stop Center (WSC) for assistance – on 1st Floor, in the Atrium.

![This Computer Lab is Closed!](image)

**P.S.**

Sanitize your hands and equipment that you use:

1. Spray the sanitizing solution onto a clean rag.
2. Use the rag to wipe down equipment and your hands.

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**More details on the IT Plan may be provided upon request.**

**LEARNING CENTER:** RCTC’s Learning Center is available online this summer to help students with their classes. Hours and services can be found on the website at [https://www.rctc.edu/services/learningcenter/](https://www.rctc.edu/services/learningcenter/).

This fall, the Learning Center will be open with a variety of ways to serve students. In addition to online tutoring services, there will be some capacity for in-person tutoring. The Learning Center (located on the third floor of the Atrium) will follow COVID guidelines for safety. For more information on services for fall, please email LCMath@RCTC.edu.

**LIBRARY:** The Library is currently closed to students, but our Librarians and staff remain ready to serve patrons. If you need materials or research assistance click on the “Ask the Library” menu button ([https://rctc.libanswers.com/](https://rctc.libanswers.com/)) on the home library page to chat with a librarian, send a message by email, or make a Zoom appointment with a librarian. To request print materials, find the item in our library catalog, click on the title, then choose “request options” to sign in with your Star ID/password to make the request. You will be notified when your item is ready for pick up in the library.
On June 29th, the Library will open its doors again, while observing COVID distance and safety guidelines. Students can visit to check out materials or to drop off materials that are due. Computers will not be available in the Library this summer – for computer usage please visit the computer lab on third floor, which is staffed by the Library. The library’s third floor, periodical section, reading lounge, and private study rooms will be closed for the summer. However, the Librarians and staff can help you find what you need! Call Goddard Library at (507) 285-7233 or visit our website at https://www.rctc.edu/services/library/ for more information.

If you have concerns or need help regarding overdue materials, or need help removing a registration hold because of lost library materials, please contact teddy.wieczorek@rctc.edu, or call 507-536-5385. Requests are typically answered in one business day unless indicated otherwise.

The Library will be open this fall as well. It hopes to open up additional space, and bring back computer usage, as guidelines and resources allow. More details will be made available on the website in the future.

MAILROOM: The Mailroom is open Monday through Friday from 7:00am-3:30pm. Supply orders will be requested via email and signage will be posted on the door to the mailroom asking employees to send their requests via email or over the phone and the requests will be placed in the appropriate mailbox for employees to pick up. Hand sanitizer and disinfecting wipes are available and staff will wipe down all surfaces each day. Staff are aware that if they do not feel well they should contact the Bookstore Supervisor and other arrangements will be made. The mailroom can be reached at 507-285-7498 or mailroom@rctc.edu.

RECORDS AND REGISTRATION: The Records and Registration office is fully operational with staff available from 8:00 am – 4:30 pm, Monday through Friday. Beginning June 15th, the Records and Registration staff will be available at the Records and Registration counter to serve students who cannot have their needs met at the WOSC. The Records and Registration offices and workspaces meet the six feet social distancing requirements and sanitizing supplies are available. Plexiglass barriers have been fitted at the counters and floor markers will be installed to remind employees and guests to keep a safe distance while at the counter or standing in line. Records and Registration staff will be responsible for cleaning the counters and workstation after serving students and staff.

SAFETY AND SECURITY: In support of the operations of the College, Campus Safety/Security are operating under normal scheduled hours. Safety/Security has two offices, Heintz and Main and a vehicle. The Main Safety Office has plexiglass at the “welcome” window. Supplies of face masks, gloves, disinfecting wipes (for surfaces) and hand sanitizer are available. The four workstations at Main are separated as offices or cubicles. The main security door is always locked. The office allows for four (4) employees at one time while still adhering to the 6-foot minimum social distancing guidelines. The Main office can also accommodate one “guest” inside the office safely.

The Heintz Safety Office is not open to the public at this time. A plexiglass shield is being installed. Similar to Main Safety Office, face masks, gloves, disinfecting wipes (for surfaces) and hand sanitizer will be available. The Heintz
Center space allows for three (3) employees in the office at one time. There are three workstations separated by 6 feet or wall.

The Safety/Security vehicles have a supply of disinfecting wipes to use between different drivers, shifts or visitors. If wearing face masks four (4) people may be in the vehicle for short duration.

All staff know that if they do not feel well, they should not come to work or go home, and staff meetings will be done in a setting/room where social distancing is achievable.

**SPORTS CENTER:** The Sports Center has reopened. Due to current area capacity and usage restrictions we will have controlled access to the facility. Student Athletes access will be coordinated by team coaches and/or the Athletics Director. Entry will be through the two signed doors on the South Entrance/Gravel Lot of the Sports Center. Coaches and/or Athletic Director will monitor area usage to follow the guidance for Sports from the Minnesota Department of Health. Non-RCTC Adult or Youth rentals must submit a COVID-19 Preparedness Plan following either the Adult or Youth Sports guidance from the Minnesota Department of Health (See links below).

For more details about capacity and usage restrictions can contact Sports Facilities Director at 507-285-7565 or Michael.Sheggeby@rctc.edu.

Access during rentals will be through the two signed doors at the East Entrance. Additionally, other facility changes have been made with separate signed entry and exit doors, hand sanitizers at the entrances and throughout the building, and frequent cleaning/disinfecting of areas following CDC guidelines.

Adult & Youth Sports: [https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf](https://www.health.state.mn.us/diseases/coronavirus/sportsguide.pdf)

For other Group and Event Guidance: [https://www.health.state.mn.us/diseases/coronavirus/](https://www.health.state.mn.us/diseases/coronavirus/)

**STUDENT LIFE:** The members of the Student Life staff will be present on campus from 8:30 am – 2:00 pm, Monday through Friday to serve students, faculty and staff. Scheduled face-to-face meetings will be safely conducted in the Student Life office areas which allow for proper social distancing. The Student Life staff will ensure that disinfecting supplies are available to students, faculty, and staff and that all commonly used services are routinely sanitized.

**STUDENT RIGHTS AND RESPONSIBILITIES:** The Office of Student Rights and Responsibilities will be open on campus Wednesdays from 8:00 am to 4:30 pm and accessible via phone and virtual appointments Monday, Tuesday, Thursday, and Friday from 8:00am to 4:30pm. Given the sensitive and confidential nature of
conversations conducted by the Office, face-to-face meetings will be scheduled in office spaces large enough to accommodate social distancing. Proper sanitization protocols will be followed for all spaces used.

**TESTING CENTER:** Beginning July 1st, the Testing Center will be open from 8:00 am – 4:30 pm, Monday through Friday to deliver TEAS and ACCUPLACER testing. Registration for testing sessions will be made available via the Testing Center website for TEAS and via advisor recommendation for the ACCUPLACER. Updates to the Testing Center’s availability and services will be made as changes in safety restrictions allow.

The Testing Center Coordinator will schedule the number of students allowed in any given testing session according to current social distancing guidelines. The Testing Coordinator will be responsible for ensuring that testers follow social distancing protocols upon entry, testing, and exiting. Directional arrows and signage will be used to assist with traffic flow as well as tester placement within the computer lab. The Testing Center Coordinator will also ensure that computer stations are properly sanitized before and after testing.

**TRIO/STUDENT SUPPORT SERVICES AND DISABILITY SUPPORT SERVICES:** The TRIO (Student Support Services) and Disability Support Services offices will be staffed and available to serve students on campus Monday through Friday from 9:00 am to 2:00 pm. To ensure proper social distancing, students are encouraged to schedule an appointment ahead of time or, visit the Welcome and One Stop Center and request to meet with a TRIO or Disability Support Services staff member. TRIO and Disability Support Services staff will continue to be available to serve students via phone, email or ZOOM appointments Monday through Friday from 8:00 am – 4:30 pm.

**WELCOME AND ONE-STOP CENTER:** The Welcome and One Stop Center (WOSC) is fully staffed on-campus beginning June 15th with hours of operation being Monday through Friday, 8:00 am – 4:30 pm. WOSC offices and workspaces meet the six feet social distancing requirements.

The WOSC automatic doors (Atrium entrance) will be used for entrance only during business hours, and the doors facing the side hallway will be exit only. A plexiglass barrier has been fitted at the counter and floor markers installed to remind employees and guests to keep a safe six feet distance to reduce the risk of infection. Directional arrows have also been strategically placed in the area to assist in understanding the entrance and exit flow for traffic. Signage will be posted on the entrance doors to inform visitors of the number of individuals allowed in the WOSC at any given time. WOSC staff will be responsible for sanitizing computer stations between users to ensure proper procedures have been completed. The WOSC plan will be reviewed weekly for any changes as the number and needs of visitors increase throughout the summer. The plans for campus tours/visits are still being established and will be updated in the WOSC Plan when finalized.

**SPECIFIC ACADEMIC PROGRAM OPERATIONS**

**CAREER AND TECHNICAL EDUCATION:** Career and Technical Education (CTE) Programs for summer will be conducted mostly online. Those programs with face-to-face instruction are high demand programs (Vet Tech, Welding) and will follow OHE, MinnState and CDC recommendations for protection and social distancing. There
will be a limited number of students on campus in those programs for the summer semester and they will be managed in their respective program areas.

**SCIENCES AND HEALTH PROFESSIONS:** All summer courses in the Science Division (BIOL, CHEM, ESCI) are being delivered through distance learning. All faculty have designed coursework such that students will not be required to come to campus for any face-to-face instruction, assessment, or office hours. Any courses that required lab kits had the kits mailed to students to eliminate the need for them to come to campus.

All HLTH/PHED Division summer courses are being delivered through distance learning. Students will go through screening and use PPE if necessary.

All HIMC summer courses are being delivered through distance learning. All faculty have designed coursework such that students will not be required to come to campus for any face-to-face instruction, assessment, or office hours.

All summer HS and DA coursework are internships and do not require students to come to campus.

Within the Nursing Division, summer coursework will utilize a combination of online delivery, in-person on campus lab/clinical time, and/or in-person off campus lab/clinical time. More specific information are being shared directly with those students associated with the programs. For instance,

**Nursing Assistant:** Prior to the first scheduled classes in June, faculty and staff will participate in a rehearsal of the steps that will be followed for instruction in the Nursing Assistant 1500 courses. Students in the classes will be checked in one at a time, with students waiting at the appropriate floor markings to ensure the line follows social distancing protocols. The start times for check-ins will be staggered for each group. Faculty and staff checking students in will be supplied with and required to wear proper PPE. Students will be paired up with a bed between each pair. Both students and faculty will remain in their designated labs and not leave the lab until the end of their scheduled time. Upon completion of their lab work, students will remove their PPE according to instructions provided to them by the instructors and will place items in a designated location. Students will also be required to wash their hands before leaving the lab area. The entire lab area will be cleaned according to housekeeping guidelines at the conclusion of each day. Additional information and instructions will be provided to both instructors and students in the program prior to their arrival on the first day of class.

Summer staff for the division will be working a rotating schedule to ensure on-campus coverage. Details may be obtained by contacting the department.

All meetings with more than two people will be scheduled via Zoom until further notice. One-on-one meetings with faculty, staff or students will be permitted on a limited basis and will follow social distancing. The wearing of
facial coverings is encouraged and office door handles, table & desk surfaces will be cleaned before and after any scheduled one-on-one meeting

ADDITIONAL RESOURCES

Additional resources available in Appendix D.

COMMUNICATION 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

UPDATES POSTED:
June 15, 2020
July 2, 2020
APPENDIX A – SCREENING STUDENTS/EMPLOYEES

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, email, 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:
  - They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  - 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 – RESUMING IN-PERSON INSTRUCTION

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 – SELF-SCREENING HEALTH CHECKLIST SIGNAGE

REQUIRED SELF-MONITORING SCREENING

COVID-19 SYMPTOMS

If you have a COUGH, are experiencing a SHORTNESS OF BREATH, or answer YES to any TWO of the symptoms below, DO NOT ENTER and RETURN HOME.

• Fever of 100.4° F
• Chills
• Headache
• Sore Throat
• Muscle pain
• Loss of taste or smell

For information on COVID-19, please call Olmsted County’s COVID-19 hotline at 507-328-2822

Rochester Community and Technical College
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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
APPENDIX E – CAMPUS SIGNAGE

As part of RCTC’s commitment to provide students, faculty, staff, and visitors with a safe learning and working environment, the RCTC Back-to-Campus Preparedness Plan serves as our guide for the gradual reopening of areas/services on campus. It is emphasized, however, that reopening, even in stages, will require ALL OF US to continue to practice social distancing and daily hygiene habits to reduce our risk of exposure to the COVID-19 virus.

To read RCTC’s Back-to-Campus plan visit:

RCTC.EDU/CORONAVIRUS

Stay safe, stay connected, and stay healthy.
APPENDIX F – EMPLOYEE RIGHTS


EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▷ PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:

- Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
  - 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
  - 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
  - Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▷ ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▷ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;  |
| 2. has been advised by a healthcare provider to self-quarantine related to COVID-19;  |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;  |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);  |
| 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or  |
| 6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services. |

▷ ENFORCEMENT
The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd