

# COVID-19

## BACK TO CAMPUS PREPAREDNESS PLAN

Updated 8/21/2020



**ROCHESTER**  
COMMUNITY AND TECHNICAL COLLEGE

*A member of Minnesota State*

# Table of Contents

<b>GUIDING PRINCIPLES .....</b>	<b>3</b>
<b>CAMPUS BUILDING ACCESS AND HOURS.....</b>	<b>3</b>
<b>CHILDREN ON CAMPUS.....</b>	<b>4</b>
<b>CONTACT TRACING/COMMUNICATION PROTOCOL.....</b>	<b>4</b>
<b>EMPLOYEE LEAVE POLICIES .....</b>	<b>4</b>
<b>EXTERNAL AGENCIES HOUSED ON CAMPUS .....</b>	<b>5</b>
<b>FACE COVERINGS (MASKS).....</b>	<b>5</b>
<b>FACE-TO-FACE INSTRUCTION .....</b>	<b>6</b>
<b>FOOD SERVICE .....</b>	<b>6</b>
<b>HANDWASHING.....</b>	<b>6</b>
<b>HEALTH SCREENING .....</b>	<b>7</b>
EXPERIENCING SYMPTOMS .....	8
<b>HOUSEKEEPING .....</b>	<b>8</b>
GENERAL/PUBLIC SPACES.....	8
PHYSICAL PLANT (FACILITIES/MAINTENANCE) AND CLASSROOMS .....	8
OFFICES/DEPARTMENT SPACES.....	9
STEPS FOR KEEPING COMPUTER LABS HEALTHY/SAFE .....	10
<b>JOB APPLICATIONS .....</b>	<b>10</b>
<b>PLEXIGLASS BARRIERS.....</b>	<b>11</b>
<b>RESPIRATORY ETIQUETTE.....</b>	<b>11</b>
<b>SIGNAGE.....</b>	<b>12</b>
<b>SOCIAL DISTANCING .....</b>	<b>12</b>
<b>STATE VEHICLES/EQUIPMENT .....</b>	<b>12</b>
<b>SPECIFIC DEPARTMENT OPERATIONS.....</b>	<b>13</b>
ADMINISTRATION (PRESIDENT/VICE PRESIDENTS): .....	13
ADMINISTRATION - ACADEMIC DEANS/FACULTY: .....	13
ADMISSIONS AND RECORDS:.....	13
ADVISING AND COUNSELING.....	14
ATHLETIC TRAINING.....	14

ATHLETICS.....14

BOOKSTORE.....14

BUSINESS AND WORKFORCE EDUCATION.....14

BUSINESS OFFICE.....14

COLLEGE RELATIONS.....15

DISABILITY SUPPORT SERVICES.....15

FACULTY OFFICES:.....15

FINANCIAL AID.....15

FOUNDATION.....15

HUMAN RESOURCES.....15

INFORMATION TECHNOLOGY (IT).....16

LEARNING CENTER:.....16

LIBRARY.....16

MAILROOM.....16

RECORDS AND REGISTRATION.....17

SAFETY AND SECURITY.....17

SPORTS CENTER.....17

STUDENT HEALTH SERVICES.....18

STUDENT LIFE.....18

STUDENT RIGHTS AND RESPONSIBILITIES.....18

TESTING CENTER.....18

TRIO/STUDENT SUPPORT SERVICES AND DISABILITY SUPPORT SERVICES.....18

WELCOME AND ONE-STOP CENTER.....18

**ADDITIONAL RESOURCES.....18**

**COMMUNICATION AND TRAINING.....18**

**APPENDIX A – SCREENING STUDENTS/EMPLOYEES.....20**

**APPENDIX B – RESUMING IN-PERSON INSTRUCTION.....22**

**APPENDIX C – HEALTH SCREENING QUESTIONS.....24**

    TENNESSEN NOTICE.....25

**APPENDIX D – ADDITIONAL RESOURCES.....26**

    General.....26

    Handwashing.....26

    Respiratory etiquette: Cover your cough or sneeze.....26

    Social distancing.....26

    Housekeeping.....26

    Employees exhibiting signs and symptoms of COVID-19.....26

    Training.....26

**APPENDIX E – CAMPUS SIGNAGE.....27**

**APPENDIX F – EMPLOYEE RIGHTS.....28**

**APPENDIX G – CONTACT TRACING/COMMUNICATION PROTOCOL.....29**

## 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 BUILDING ACCESS AND HOURS

Entry to buildings is limited to the Atrium (Door #6) and Memorial Hall #26 at Main and H8 and H14 at Heintz Center. Please use the designated building access doors to enter and exit the campus facilities safely. Prior to entering, all individuals are expected to show proof they have completed the health screen tool (See Health Screening below). Door access hours are as follows:

### **Monday through Friday**

[Main Campus](#): 6:30 am – 8:00 pm (Doors Atrium #6 and Memorial #26)

[Heintz Center](#): 6:30 am – 6:00 pm (Doors H8 and H14)

[Sports Center](#): 6:30 am – 10:00 pm (Door S2)

**Saturday**

[Main Campus](#): 7:30 am – 6:00 pm (Door Atrium #6)

[Heintz Center](#): 7:30 am – 6:00 pm (Door H8)

[Sports Center](#): 6:30 am – 10:00 pm (Door S2)

**Sunday**

[Main Campus](#): 9:00 am – 5:00 pm (Door Atrium #6)

[Heintz Center](#): CLOSED

[Sports Center](#): 6:30 am – 10:00 pm (Door S2)

## 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 must wear a cloth (or other) face mask following CDC guidance.

## CONTACT TRACING/COMMUNICATION PROTOCOL

The Minnesota Department of Health (MDH) is finalizing contact tracing protocols with higher education institutions. At this time, Olmsted County Public Health/MDH handles all case and contact tracing and notifies RCTC Administration for situational awareness. RCTC will work in collaboration with Olmsted County Public Health/MDH on contact investigations, identification of potential clusters and notification protocols.

Employees who have tested positive for COVID-19 are to immediately notify their supervisor and the Vice President of Finance/Facilities. Students who have tested positive for COVID-19 are to immediately notify the Vice President of Finance and Facilities at 507-285-7214. (See [Appendix G](#) for process maps.)

All FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) regulations will be followed should a case be identified on the RCTC Campus. Confirmed cases will be communicated according to the establish protocols outlined by the Minnesota State system, but specifics that would identify the individual(s) will not be shared.

## 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.

## 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.

## FACE COVERINGS (MASKS)

Rochester Community and Technical College (RCTC) complies with the [Minnesota Governor's Executive Order 20-81](#) that requires individuals wear a face covering in indoor areas and workers wear face coverings outdoors when it is not possible to maintain social distancing. As such, any person in a public or common space within the buildings of the RCTC campus must wear a cloth or disposable face covering, even when they are not within six feet of others. Homemade cloth face coverings as outlined in [CDC guidance](#) are acceptable. Transparent shields (i.e. plexiglass) that separates individuals is also an acceptable barrier. Face shields are an acceptable form of face covering as long as the face shield covers the forehead, extends below the chin, and wraps around the sides of the face. Individuals should wear their own face coverings, but if they do not have one, disposable masks will be provided. This requirement will remain in effect until further notice. Academic programs may have additional requirements that supersede this standard.

Exemptions to this requirement are as follows:

- i. Individuals actively eating or drinking;
- ii. Individuals unable to wear a face covering due to medical, disability or developmental reasons;\*
- iii. Individuals speaking to someone who is deaf or hard of hearing and requires the mouth to be visible to communicate;
- iv. Individuals engaged in face-to-face conversations where a plexiglass shield or other barrier is separating them;
- v. Individuals working or learning alone in a private office or learning space;
- vi. Individuals exercising or participating in athletic activities, but masks must be worn when not actively participating in the activity and social distancing can't be maintained;
- vii. Instructors speaking to a class or guest speakers speaking to an audience as long as the individual remains 6' or more away from other individuals in the instructional space. During this exemption, face coverings must be worn by everyone when entering, exiting or moving around classrooms and labs, but the guest speaker/instructor may remove the face covering temporarily while in a static classroom with 6' social distancing during the instruction. Students and audience members are to wear face coverings at all times unless otherwise instructed to temporarily remove it by the instructor/guest speaker. For example, an instructor may request a student temporarily remove a face covering when speaking during class in order for other students to hear the dialogue occurring in the classroom.

\* *To request an accommodation for medical, disability or developmental reasons, students should contact [Disability Services](#) and employees contact [Human Resources](#).*

All individuals are expected to have a face covering on their person at all times while in the RCTC buildings. If they do not have their own face covering, a disposable mask may be obtained at the Welcome One-Stop Center at the Main Campus or at the Dean of Career/Technical Education's Office at the Heintz Center. Refusal to follow the face covering requirement may violate [Student Conduct](#) for students, and a violation of a work rule by employees

according to their [collective bargaining agreements](#), following the appropriate steps for discipline outlined in the policy or collective bargaining agreement. Visitors violating this requirement may be asked to leave the premises immediately.

## FACE-TO-FACE INSTRUCTION

RCTC follows the guidance provided by Minnesota State as it relates to in-person instruction. (See [Appendix B](#)).

## FOOD SERVICE

The service plan for Food Service Fall Semester is listed below. Changes can be made to the menu as needed. All staff will wear masks and gloves to provide a safer environment. Spacing dots will be placed at the order table. The table seating in the dining area will be adjusted to meet current COVID guidelines. High touch areas in the cafes will be cleaned every 20 minutes. We will have sanitizer available for the guests. Guests will be able to swipe their cards to avoid handing them to our staff.

**Heintz Center Fresh Stop Café (Commons Area)** ~ Open Monday through Thursday, 7:30 am to 1:00 pm.

The condiment and beverage area access will change due to COVID guidelines. This location already has an effective grab and go program with hot items such as burgers and chicken tenders, and those items will continue. The menu will remain mostly the same for Heinz Center. There will be more grab and go options to reduce wait times for students.

**Main Campus Fresh Stop Café (College Center 3<sup>rd</sup> Floor)** ~ Open Monday through Thursday, 9:00 am to 1:30 pm.

The menu selection will be reduced with an emphasis on quick to prepare items and more grab and go options. The cold grab and go items will be displayed in a cooler behind the cashier's table, along with a beverage cooler. Ordering and payment will be processed at the doors close to the elevator, so guests do not walk into the service area. The cashier will complete the order as they can with support from the cook. Our staff will fill the fountain beverages and coffee. At the door facing the seating area will be a pick-up table for guests to receive their order. All silverware and condiments will be delivered with the orders.

**Espresso Plus (Health Sciences 1<sup>st</sup> Floor)** ~ Closed.

## 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.)

## HEALTH SCREENING

All persons are required to complete a daily [COVID-19 Screening](#) before being allowed entrance into the buildings. (See self-screening questions on [Appendix C](#).) QR codes signage are posted outside the buildings and on other signage outside near the parking lots. Students and Employees will input their STAR ID and Password, while all others must submit a valid email address to receive their approval verification notice. (See sample approval verification notice below.) Employees are to communicate their approval verification with their supervisors. Students and Visitors are to show their approval verification email at the check-in station at the door access points.

**From:** MN State COVID Self-Assessment <no-reply@minnstate.edu>  
**Sent:** Thursday, August 6, 2020 8:47 AM  
**To:** Doe, John <john.doe@rctc.edu>  
**Subject:** COVID Self-Assessment: Approved (Thursday, August 6th)



**Individuals refusing to complete the screening will not be admitted.** Students refusing to complete the screening may be subject to [RCTC Student Code of Conduct](#) and Employees will be subject to disciplinary actions as outlined in their [collective bargaining agreements](#).

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 at entrance, but 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 have been informed [face coverings are required in indoor areas](#) of the RCTC Campus, and specific classes/programs and areas may have additional requirements. A link to the [CDC website](#) is 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.

## **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:

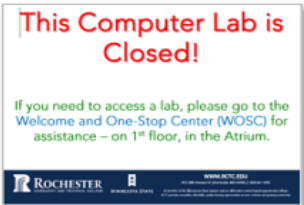


1. Immediately closing the area(s) used by the individual who is sick;
2. Opening outside doors and windows if possible;
3. Waiting 24 hours before cleaning or disinfecting the area.

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.

## STEPS FOR KEEPING COMPUTER LABS HEALTHY/SAFE

### 4-Step Process for Keeping Computer Labs Healthy and Safe

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

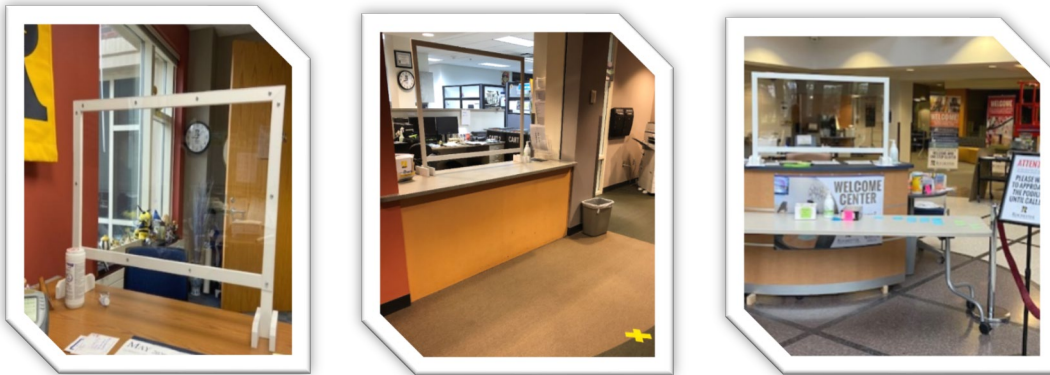
More details on the IT Plan may be provided upon request.

## 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.

## PLEXIGLASS BARRIERS

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



## 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 or 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.

## 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.

## 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 personal protective equipment (i.e. gloves) as appropriate.
12. Disposable face coverings are available at the Welcome One-Stop Center (Main Campus) and Dean of Career/Technical Education Office (Heintz Center) if an individual does not have one.
13. Disinfectant has been placed throughout the campus, including by elevators.
14. Hours of operation is reduced and will continue to be reassessed throughout the pandemic.

## STATE VEHICLES/EQUIPMENT

In order to ensure every precaution is taken to ensure a healthy and safe environment for our employees (especially those working in close proximity), only one (1) individual may be in a state vehicle at any given time. This includes all state-issued vehicles/equipment, including vehicles from the carpool, Security and Facilities cars/vans, tractors, utility vehicles, or any other state-owned vehicle. If an emergency necessitates more than one

individual in a vehicle, ALL MUST wear a face covering when in said vehicle. Never shall there be more than two individuals in a state vehicle at one time.

In addition, cleaning and disinfecting the touched surfaces in state vehicles must be followed, which includes using disinfecting wipes before and after the use of the vehicle.

## 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 may 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 DEANS/FACULTY:** Fall course instruction will utilize in-person, hyflex, hybrid, and online delivery formats. All courses with in-person instruction will follow Office of Higher Education, MinnState, and MDH, and CDC recommendations for protection and social distancing. Instructors will enforce the College's mask policy during class. Classroom space will be cleaned by facilities in the morning and evening. Students are required to use the supplied disinfecting wipes to clean their spaces at the beginning and end of the class.

The offices of academic deans are open with staff rotating on-campus coverage to ensure social distancing. Meetings with students and public will be held in conference rooms with a maximum of 3 attendees. Meetings with more than 3 attendees will be conducted 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 guidelines which includes wearing masks for both individuals.

*Also see Faculty Offices below.*

**ADMISSIONS AND RECORDS:** Staff will continue to serve from their existing location from 8:00-4:30pm. The counter will be open to assist students.

**ADVISING AND COUNSELING:** All advisors and counselors will be serving on campus throughout this two-week timeframe. A rotating schedule of advisors has been established to serve walk-in students in the library. In addition, while not in the library, the advisors/counselors will have 15-20 minute appointments with current students both onsite and phone/zoom.

**ATHLETIC TRAINING:** The athletic training room will be open **by appointment only** Monday through Friday from 8:00 am – 4:30 pm beginning June 15<sup>th</sup>. 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:** Additional plans will be forthcoming about the use of the Sport Center by student athletes.

**BOOKSTORE:** The Bookstore is open with hours of Monday through Friday from 8:00am-4:00pm. The Bookstore is 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 are posted on the door to the Bookstore allowing only five customers in the store at a time. Hand sanitizer are 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](mailto: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 is 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 is posted on the door to the Business Office allowing only one customer in the office at a time. Signage is also posted on the Bankmobile computers to indicate when computers have been sanitized. Chairs are removed from entry area. Hand sanitizer are 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 is open. 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:** All staff will be returning to campus the week of the 17<sup>th</sup> even though some rotation will still be occurring. All will be onsite the week of the 24<sup>th</sup> and we will evaluate the student need to determine next steps (schedules).

**FACULTY OFFICES:** Students should make appointments to meet in-person with faculty. Most faculty offices do not allow for social distancing. The student and faculty member will meet in a location that complies with distancing and sanitization practices such as a conference room or empty classroom. Students may also request to meet with faculty through Zoom.

**FINANCIAL AID:** All staff will be returning to work on August 17<sup>th</sup>. The team will be at full capacity onsite. One to two members of the team will be in the library to serve walk-ins.

**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 has limited walk-in access by appointment. A plexiglass shield and crowd cordon has been 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. 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. 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. 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](#).

**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/>.

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](mailto:LCMath@RCTC.edu).

**LIBRARY:** The Library is open and observing COVID-19 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. The Library's third floor, periodical section, reding lounge, and private study rooms will be closed for the summer. Contact the Library at (507) 285-7233 or visit our website at <https://www.rctc.edu/services/library/> for more information.

If you need materials or research assistance click on the "Ask the Library" menu button (<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.

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](mailto: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](mailto: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. The Records and Registration staff are 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.

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:** Due to current area capacity and usage restrictions we will have controlled access to the Sports Center. 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](mailto: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>

For other Group and Event Guidance: <https://www.health.state.mn.us/diseases/coronavirus/>

**STUDENT HEALTH SERVICES:** Health Services has proposed a plan which is attached to the Cabinet Agenda. Your feedback is appreciated.

**STUDENT LIFE:** Student Life staff will be onsite to assist students from 8:00-4:30pm during this period.

**STUDENT RIGHTS AND RESPONSIBILITIES:** The student conduct officer schedule is under discussion with the conduct officer.

**TESTING CENTER:** The Testing Center is open and providing services as allowed.

**TRIO/STUDENT SUPPORT SERVICES AND DISABILITY SUPPORT SERVICES:** All staff will be returning to campus the week of the 17<sup>th</sup> even though some rotation will still be occurring. Services will be available from 8:00am-4:30pm.

**WELCOME AND ONE-STOP CENTER:** The Welcome and One Stop Center (WOSC) is fully staffed on-campus Monday through Friday, 8:00 am – 4:30 pm. The WOSC north entrance door is to be used for entrance only during business hours, and the doors facing the Atrium are exit only. A plexiglass barrier has been fitted at the counter and floor markers installed to remind employees and guests to keep a safe 6' 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 is posted on the entrance doors to inform visitors of the number of individuals allowed in the WOSC at any given time. WOSC staff are responsible for sanitizing computer stations between users to ensure proper procedures have been completed. Additional instructions have been communicated to the WOSC employees. Tour information is also available by calling the WOSC at 507-285-7557.

## ADDITIONAL RESOURCES

Additional resources available in [Appendix D](#).

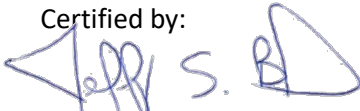
## COMMUNICATION AND TRAINING

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:

A handwritten signature in blue ink, appearing to read "Jeff S. B.", written over a faint, light blue outline of a triangle.

President

**UPDATES POSTED:**

June 15, 2020

July 2, 2020

July 14, 2020

August 12, 2020

## APPENDIX A – SCREENING STUDENTS/EMPLOYEES

### Guidance for Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities

**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.
- 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 24 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

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.
  - 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.
  - Typically documented in the Job Hazard Analysis of the specific task, position and job responsibilities.
  - 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).
  - Students, faculty, staff and others in the campus community may choose to do this if doing so does not interfere with doing your work safely.
  - 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.
  - A college and university may make cloth face coverings available to students, faculty, staff and others in the campus community.
  - Students, faculty, staff and others in the campus community may wear cloth face covering in non-campus related activities like shopping.



## APPENDIX C – HEALTH SCREENING QUESTIONS

**Do you have or are you experiencing any of the following? Check all that apply.**

- A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating)?
- A new cough that you cannot attribute to another health condition?
- A new shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)?
  
- A new headache that you cannot attribute to another health condition?
- New loss of smell or taste that you cannot attribute to another health condition?
- Vomiting or diarrhea that you cannot attribute to another health condition?
- Are you under evaluation for COVID-19 (e.g., waiting for the results of a viral test to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?
- I have experienced **none** of these

**To the best of your knowledge, during the past 14 days, have you been within 6 feet of a person with a pending or lab confirmed case of COVID-19 for at least 15 minutes, had direct contact with that person's mucus or saliva, or been contacted by public health and told you were in close contact with someone known to have COVID-19?**

- Yes
- No

## TENNESSEN NOTICE:

The Tennesen notice describes the purpose and intended use of the data that will be collected in the health screening process.

Minnesota State Colleges and Universities is using the health screening instrument as a condition of entering campus buildings.

The data collected about you in this screening process is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals before they enter campus buildings for potential COVID-19 related health risks to try to avoid the potential of spreading COVID-19. The data helps us to determine whether risk factors are present and whether you will be denied admission to campus buildings for the protection of Minnesota State Colleges and Universities employees, students and/or other members of the public.

This is not a COVID-19 test and is not a determination of whether an individual is infected with or has been exposed to COVID-19.

This data will be gathered to determine whether to permit you to enter campus buildings. You are not legally required to provide this data. However, if you refuse to provide the data, you will not be admitted to any campus buildings. If you are an employee, your refusal to provide the data may also result in employment consequences, as determined by Minnesota State Colleges and Universities and as set forth in Minnesota State Colleges and Universities Health Screening Policy. If you are a student, your refusal to provide the data may result in academic or student conduct consequences, as determined by Minnesota State Colleges and Universities. The data collected from you may be shared with Minnesota State Colleges and Universities HR staff, safety administrator, and supervisors and managers, authorized individuals from the Minnesota State system office and other persons or entities authorized by law.

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee's individual personnel file, or in a student's official academic record. Health-related information gathered from the health screening will be maintained for at least one year.

## APPENDIX D – ADDITIONAL RESOURCES

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

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

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

### Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

NEW - [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?deliveryName=USCDC\\_2067-DM29427](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?deliveryName=USCDC_2067-DM29427)

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## APPENDIX E – CAMPUS SIGNAGE

Examples of 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](https://rctc.edu/coronavirus)**

*Stay safe, stay connected, and stay healthy.*



## APPENDIX F – EMPLOYEE RIGHTS

Please visit : [https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)



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;
- ⅔ 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 ⅓ 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:

<ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol>
--	--

### ▶ 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.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

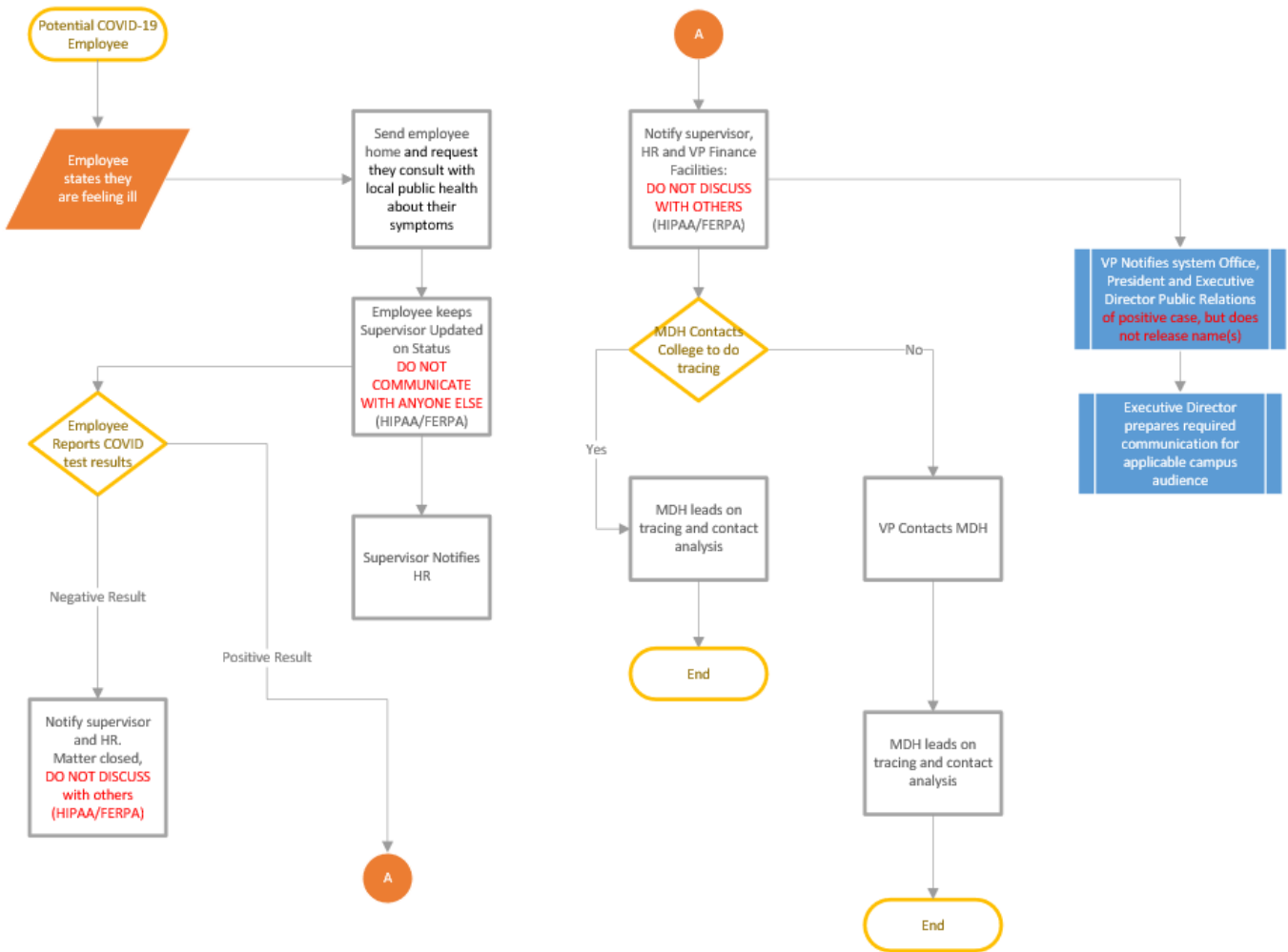
For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

# APPENDIX G – CONTACT TRACING/COMMUNICATION PROTOCOL

## COMMUNICATION PROTOCOL FOR ILL EMPLOYEE:



COMMUNICATION PROTOCOL FOR ILL STUDENT:

