

COVID-19

BACK TO CAMPUS PREPAREDNESS PLAN

UPDATED 3/11/2022



ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE

A member of Minnesota State

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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. 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.

We are serious about 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;
- 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 currently limited. Please use the designated building access doors to enter and exit the campus facilities safely. Door access hours are as follows:

Monday through Friday

[Main Campus](#): 6:30 am – 9:00 pm

[Heintz Center](#): 6:30 am – 9:00 pm

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

Saturday

[Main Campus](#): 9:00 am – 5:00 pm

[Heintz Center](#): 9:00 am – 5:00 pm

[Sports Center](#): 8:00 am – 8:00 pm

Sunday

[Main Campus](#): 9:00 am – 5:00 pm

[Heintz Center](#): CLOSED

[Sports Center](#): 8:00am – 8:00 pm

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.

CONTACT TRACING/COMMUNICATION PROTOCOL

The Minnesota Department of Health (MDH) has implemented 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 College Health Services at 507-285-7261. (See [Appendix D](#) 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.

EXTERNAL AGENCIES HOUSED ON CAMPUS

Organizations that lease space on the RCTC Campus are allowed to be open and must follow all RCTC mandates and policies.

FACE COVERINGS (MASKS)

On March 10, 2022, RCTC announced that the Centers for Disease Control and Prevention (CDC) updated the [COVID-19 Community Levels](#), moving Olmsted County from a high community level to a **medium** community level. Because of this new designation, **effective Friday, March 11, 2022, RCTC lifted the face covering (mask) mandate everywhere on campus except in our healthcare and clinical settings (i.e., Student Health Services, dental clinic, etc.)** Although there is no longer a mask requirement in the rest of the buildings, anyone wishing to wear a face covering while in a classroom, office, or other areas are more than welcome to do so, but departments and individuals outside of those exceptions cannot require masks in their areas.

As always, we will continue to monitor the CDC community levels for Olmsted County, along with other information from the Minnesota Department of Health and Minnesota State, and make adjustments as needed. With [Minnesota](#) reporting over 82% of the total population in Olmsted County having at least one COVID-19 vaccine dose to-date, we're cautiously optimistic that we are turning the corner on this pandemic.

FACE-TO-FACE INSTRUCTION

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

FOOD SERVICE

The service plan for Food Service Fall Semester is listed below. Changes can be made to the menu as needed. The table seating in the dining area has been adjusted to meet current COVID guidelines. High touch areas in the cafes are cleaned frequently. We will have sanitizer available for the guests.

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

The condiment and beverage area access were changed 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 3rd Floor) ~ Open Monday through Friday, 9:00 am to 1:30 pm.

The menu selection was reduced with an emphasis on quick to prepare items and more grab and go options. The cold grab and go items are displayed in a cooler behind the cashier's table, along with a beverage cooler. Ordering and payment will be processed as normal.

Espresso Plus (Health Sciences 1st 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 are 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.)

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.

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 cleaning/disinfecting general/public spaces on campus. Regular housekeeping practices have been implemented, including routine cleaning 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. RCTC follows CDC guidance regarding this cleaning. ([CDC Cleaning](#))

PHYSICAL PLANT (FACILITIES/MAINTENANCE) AND CLASSROOMS

The College will follow the guidance of the MDH, the CDC, ([CDC Cleaning](#)) and the government of the State of Minnesota.

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 cleaning/disinfecting the classroom.

Physical plant will provide, as necessary, disinfectant wipes and gloves in each classroom.

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 cleaning/disinfecting individual departments and offices is the responsibility of the employees located in those areas. Gloves and wipes will be provided by physical plant as necessary.

The frequency of air filter replacement and HVAC system cleaning was increased, with fresh air exchange maximized. Filters will be inspected every day and cleaned/replaced as needed.

If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC ([CDC Cleaning](#)) will be followed by the Physical Plant Staff.

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 may be 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.

SIGNAGE

Signage has been placed throughout the campus, including entrances, digital screens, and casual seating areas. The signage includes health and sanitation reminders while on the campus. (See [Appendix C.](#)) Signage has also been posted throughout the various offices/departments on campus to remind employees 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 ([CDC Cleaning](#)).

VACCINE INFORMATION

Vaccines are widely available for everyone five years and older. Those eligible are strongly encouraged to get vaccinated.

How to get your vaccine:

- [Sign up for the Minnesota COVID-19 Vaccine Connector](#). The Vaccine Connector will inform you about vaccine opportunities in your area.
- Use the [Vaccine Locator Map](#) to find vaccine providers near you.
- Contact your primary health care provider or a local pharmacy.

Additional information can be found at <https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp>

ADDITIONAL RESOURCES

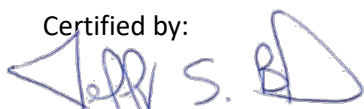
Additional resources available in [Appendix B](#).

COMMUNICATION AND TRAINING

This updated plan was communicated via e-mail to all employees and students on August 23, 2021, 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 will be updated as necessary.

Certified by:

A handwritten signature in blue ink, appearing to read "Jeff S. [unclear]", written over a faint, larger signature.

President

UPDATES POSTED:

June 15, 2020

July 2, 2020

July 14, 2020

August 12, 2020

November 5, 2020

April 15, 2021

August 23, 2021

August 27, 2021

March 11, 2022

APPENDIX A – 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 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,
- Clean frequently touched surfaces,
- Wear cloth face covering
- 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.

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
- 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.
- Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
- 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.
- Both the CDC and MDH recommend wearing cloth face coverings in public if your COVID-19 community level is High.
 - 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.

APPENDIX B – ADDITIONAL RESOURCES

General

www.cdc.gov/coronavirus/2019-nCoV

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

www.osha.gov

www.dli.mn.gov

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

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

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

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

Housekeeping

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

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

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

Employees exhibiting signs and symptoms of COVID-19

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

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

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?deliveryName=USCDC_2067-DM29427

Training

www.osha.gov/Publications/OSHA3990.pdf

COVID-19 VACCINE CONNECTOR

The Minnesota COVID-19 Vaccine Connector is a tool that helps Minnesotans find out when, where, and how to get a COVID-19 vaccine. After you fill out a simple form, the Vaccine Connector will connect you to resources to schedule a vaccine appointment and notify you if there are vaccine opportunities in your area.

<https://mn.gov/covid19/vaccine/connector/connector.jsp>

APPENDIX C – 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:

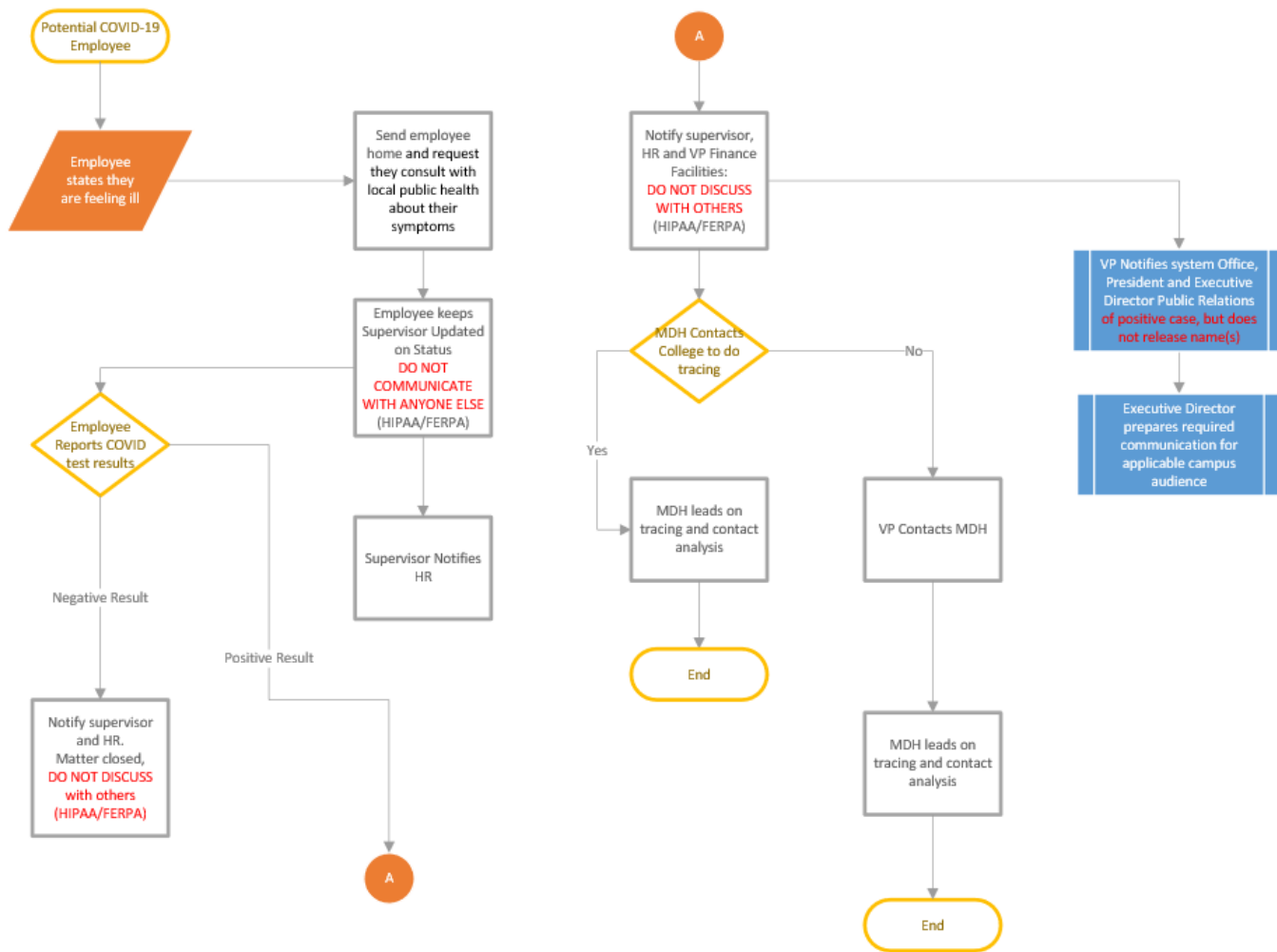
RCTC.EDU/CORONAVIRUS

Stay safe, stay connected, and stay healthy.



APPENDIX D – CONTACT TRACING/COMMUNICATION PROTOCOL

COMMUNICATION PROTOCOL FOR ILL EMPLOYEE:



COMMUNICATION PROTOCOL FOR ILL STUDENT:

