

COVID-19 Back-to-Campus Preparedness Plan

Hennepin Technical College (HTC) 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 Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campuses and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. **At the end of this document is a 3-page summary list of Guidelines (see pages 8-10).**

The initial policy is if you can continue to effectively tele-commute/work remotely then that is the best course of action.

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 Preparedness 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.

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Screening and policies for those exhibiting signs and symptoms of COVID-19

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

On-Site/Day-Of Screenings:

EVERYONE NEEDS TO USE THE MAIN ENTRANCE. There will be a sign in sheet and everyone will need to answer the following questions.

- Do you have ANY of the following symptoms:
 1. COUGH (New or Worsening): YES / NO
 2. SHORTNESS of BREATH (New or Worsening): YES / NO
 3. 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 will initial the sign-in sheet. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.
- Due to the nature of college and for the safety of all, everyone entering campus is required to wear a face mask at all times while in public spaces or interacting with others. If you do not have a mask, one will be provided to you.
- 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

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. If any individual becomes sick during the day, they must leave and go home. Students should inform their faculty members.

Hennepin Technical College through Minnesota State and Minnesota Management and Budget has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required

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by a health care provider to isolate or quarantine themselves or a member of their household. Please check with Human Resources on these situations.

The policy of Hennepin Technical College is to follow Minnesota Department of Health (MDH) and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

If anyone exhibits any of these symptoms

1. COUGH (New or Worsening)
2. SHORTNESS of BREATH (New or Worsening)
3. TWO (2) or more of the following symptoms:
 - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
 - Chills
 - Headache
 - Sore Throat
 - Muscle pain,
 - Loss of taste or smell

Then they must 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

Handwashing

Basic infection prevention measures are being implemented at our campuses at all times. 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 toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility.

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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Posters and door notices have been placed throughout each campus.

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Masks or cloth face coverings can help control infection from people who may be infected but are asymptomatic, and may provide some limited protection from being infected if exposed. **All students, faculty, staff and visitors are required to wear a mask for face covering to prevent the spread of COVID-19 while on Hennepin Technical College campuses.** If you do not have a mask, one will be provided to you.

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. You still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A mask of cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

Social Distancing

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

1. Employees that can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional 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. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are recommended for spaces where social distancing cannot be maintained.

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9. A limited supply of gloves and masks is available at each campus. Because of national shortages, staff and visitors are encouraged to provide their own masks.
10. Wherever possible, the college will increase distance between classroom seating, lab seating and computer work stations.
11. Students and employees can seek support and present concerns to Joe Wightkin, Associate Vice-President of Operations and Auxiliary Services, at joe.wightkin@hennepintech.edu or at 763-488-2549

Staff 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.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. Buckeye E23 Disinfectant in spray bottles is readily available for distribution. Bottles of E23 and microfiber towels are stationed in occupied classrooms and labs. Throughout the day, facility personnel will disinfect heavy public use areas. Staff is expected to disinfect surfaces in their individual areas. A thorough cleaning will occur daily at the end of the day.

If a worker is diagnosed with COVID-19, HTC will follow the CDC recommendations as follows.

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

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- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Communications and Training

This plan was communicated via email and public posting to all employees and students and necessary training was provided. Public Safety Officers will provide training to instructors prior to the beginning of each class and, if needed, to classes. Additional communication and training will be ongoing as needed and provided to all employees and students who did not receive the initial communication and training. Leaders and supervisors are to monitor how effective the program has been implemented and communicate any concerns to Joe Wightkin, Associate Vice-President of Operations and Auxiliary Services, at joe.wightkin@hennepintech.edu or at 763-488-2549.

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 Hennepin Technical College leadership and was shared and posted throughout the campus community on May 21, 2020. It will be updated as necessary.

Respectfully,



Merrill Irving, Jr., Ed.D
President, Hennepin Technical College

Updates:

1. May 28, 2020, requirement of masks or face coverings for all students, faculty, staff and visitors.

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Appendix A – Guidance for developing a COVID-19 Preparedness Plan

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.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

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.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

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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf

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Guidelines for Hennepin Technical College In-Person Campus Activities

The following guidelines are divided into three sections – Pre-Activity, On-site/Day-of Screenings and Follow-up. Please familiarize yourself with the following.

Pre-Activity Communication:

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. Communicate this with everyone. Everyone needs to understand the following.

- 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.

PLEASE FOLLOW THESE PRECAUTIONS

- 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. A face mask or covering will be required on campus when in public spaces or interacting with others. If you do not have a face mask, one will be provided to you.
- 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.

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On-Site/Day-Of Screenings:

Everyone needs to use the Main Entrance. There will be a sign in sheet and everyone will need to answer the following questions.

- Do you have ANY of the following symptoms:
 4. COUGH (New or Worsening): YES / NO
 5. SHORTNESS of BREATH (New or Worsening): YES / NO
 6. TWO (2) or more of the following symptoms: YES/NO
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 - Muscle pain,
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 - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
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While On-site,

- Wash your hands often
- Follow Pre-Activity Precautions listed earlier

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

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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
- Disinfectant and towels are readily available
- Allow disinfectant to sit for 10 minutes before wiping
- 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.

If you have any questions please contact Joe Wightkin, Associate Vice-President of Operations and Auxiliary Services, at joe.wightkin@hennepintech.edu or at 763-488-2549

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