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 other members of our 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 from Governor Walz, as appropriate.

We expect every member of our campus community to commit to the safeguards established in this plan to create a culture of responsibility. 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 other members of the public visiting our campuses. Only through a cooperative effort, can we establish and maintain the safety and health of our campus communities.

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 11-13).

Teleworking continues to be an option for many employees. Employees should work with their supervisor to understand and create their work assignments and locations (telework or on-campus) to meet the needs of the students and campus community.

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.

Mission:
To provide excellence in career and technical education for employment and advancement in an ever-changing global environment.

Vision:
To be the leader of innovative career and technical education that leads to success for all students.

Values:
- **Excellence:** We pursue the highest standards in academic achievement and organizational performance.
- **Innovation:** We value creativity and ingenuity to remain at the forefront of technical education excellence.
- **Inclusion:** We value an atmosphere of respect, dignity, and acceptance.
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.

Entrance to Buildings:
Everyone needs to use the Main Entrance for the Eden Prairie campus and the Law Enforcement and Criminal Justice Education Center (LECJEC). All other doors will remain locked.

Effective Monday, August 24, the “J Doors” will be utilized at the Brooklyn Park campus. These are the doors for Student Lot #4 and Staff/Faculty Lot #1 (near the auditorium). All other doors (including the front entrance) will remain locked.

Screening Tool:
Everyone entering the building will need to complete the COVID-19 Screening Tool. If you are a student, faculty or staff, you will need your Star ID in order to complete the screening tool. Otherwise, you will complete the screening tool as a “guest.”

The COVID-19 screening tool is an assessment of your health and asks about possible symptoms that could be related to COVID-19 and if you have had “close contact” with someone who may have COVID-19. “Close contact” is defined as being less than 6 feet away for at least 15 minutes with someone who was potentially contagious with COVID-19 AND tested positive.

The screening tool can be completed prior to arriving on campus. The link for the screening tool is available on the homepage of the Hennepin Technical College website. In addition, the link as well as a training video for the screening tool and Frequently Asked Questions (FAQs) can be found on the HTC COVID-19 website. If you do not complete the screening tool prior to arriving on campus, a laptop will be available for your use at the security desk.

Once you complete the screening tool, you will receive an email confirmation. You are required to show this email confirmation for entrance to the campus buildings.

Temperature Check:
Once you have completed and passed the online screening assessment, you will have your temperature checked via your forehead. If your temperature reads 100.4 or greater, you will not be allowed to enter campus.

Unable to Enter Campus:
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...
by a health care provider to isolate or quarantine themselves or a member of their household. Please check with Human Resources regarding these situations.

Possible Exposure to COVID-19 or Positive COVID-19 Test:
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 you have had “close contact” with someone who tested positive for COVID-19 you should quarantine for 14 days, monitor symptoms, contact your healthcare provider regarding a test, and notify HTC and others you have had “close contact” with (no testing needed for them unless you test positive).

If you test positive for COVID-19, you should immediately contact HTC and others you had “close contact” with. You should stay home until all three of these things are true:

- You 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

HTC Campus Contact to report exposure to COVID-19 or positive COVID-19 test:

Randy Roehrick
Director of Public Safety
952-995-1525
randy.roehrick@hennepintech.edu

Please be prepared to provide the following information:

- When did you first feel any symptoms?
- Did you notify anyone of these symptoms?
- When did you self-quarantined?
- Last date on HTC campus?
- Which campus were you on?
- Which areas in the building were you in?
- Date of the COVID-19 test?
- Date notified of positive test results?

The information will be used for campus-wide notification, notification of others in the building/areas you were in and for deep cleaning of those areas. *Your name and other personal information will be kept confidential.*
Face Coverings

As of July 25, 2020, per the Governor’s Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone.

Additionally, workers (including students, faculty and staff) are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

Everyone is required to wear a face mask over both the nose and mouth at all times when indoors on campus with the following exceptions:

- When alone in a private office.
- When working in an office setting, cubicle, or workstation where physical distancing can be maintained.
- When eating or drinking.
- When alone in a motor vehicle.
- Individuals exercising or training (indoor or outdoor) may remove the cloth face covering while under physical exertion or in other situations where wearing a mask compromises their safety and welfare.
- Children between the ages of 2 and 5 years old are not required to wear face coverings, but are encouraged to wear a face covering when in public if they can do so reliably in compliance with CDC guidance (i.e., without frequently touching or removing the face covering).
- 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.

A limited supply of gloves and masks are available at each campus. Because of national shortages, staff and visitors are encouraged to provide their own masks.

Additional reminders:

- 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.

Face Coverings - Compliance

Members of the campus community are expected to behave responsibly and show respect for the health and safety of others. Any employee, student, or visitor who fails to abide by this directive without an approved accommodation may be asked or directed to leave the campus. Faculty and staff who are so directed but fail to comply may be subject to discipline. Students who are so directed but fail to comply may be subject to student discipline.

Face Coverings – Requesting an Accommodation

Students who are unable to wear a mask and want to be considered for an exception to this requirement should email Michelle Obergfoll, Director of Academic Support Programs, at michelle.obergfoll@hennepintech.edu.

Faculty and staff who are unable to wear a mask and want to be considered for an exception to this requirement should contact Paula Caspers, Human Resources Specialist, for a possible exemption at paula.caspers@hennepintech.edu.

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 are requested 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.

Social Distancing

Everyone returning to campus should strive to maintain 6 feet separation to the fullest possible extent. The greater the physical distance from others, the lesser the risk of transmission. This may include working or learning on a remote or
“hybrid” basis, limiting meetings and gatherings, postponing non-essential meetings and events, reducing occupant density through staggered or extended schedules, removing seats from shared spaces, and using outdoor spaces.

- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
- Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
- Meetings or gatherings of greater than 25 should be done virtually and in-person meetings should be extremely limited.

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 (cleaning and disinfecting)**

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.
  - The college does not 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.
What to do if you have COVID-19

If you test positive for COVID-19, you should immediately contact HTC and others you had “close contact” with.

HTC Campus Contact to report exposure to COVID-19 or positive COVID-19 test:

Randy Roehrick
Director of Public Safety
952-995-1525
randy.roehrick@hennepintech.edu

Please be prepared to provide the following information:

- When did you first feel any symptoms?
- Did you notify anyone of these symptoms?
- When did you self-quarantined?
- Last date on HTC campus?
- Which campus were you on?
- Which areas in the building were you in?
- Date of the COVID-19 test?
- Date notified of positive test results?

The information will be used for campus-wide notification, notification of others in the building/areas you were in and for deep cleaning of those areas. **Your name and other personal information will be kept confidential.**

In addition, if you have tested positive for COVID-19, you must separate yourself from others and watch yourself for symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. This is to protect yourself, your family, and your community.

Separate yourself from others

- **Stay home.** Do not go to work, school, or any other place outside the home. If you need medical care, follow the instructions below.

  Stay home until all three of these things are true:

  ✓ You feel better. Your cough, shortness of breath, or other symptoms are better.
AND
✓ It has been 10 days since you first felt sick.
AND
✓ You have had no fever for at least 24 hours without using medicine that lowers fevers.

• **Stay away from other people in your home.** As much as possible, stay in a separate room and use a separate bathroom, if available.

• **Wear a facemask** if you need to be around other people, and cover your mouth and nose with a tissue when you cough and sneeze. Wash hand thoroughly afterward.

• **Avoid sharing personal household items.** Do not share food, dishes, drinking glasses, eating utensils, towels, or bedding with other people in your home. After using these items, wash them thoroughly with soap and water. Clean all frequently touched surfaces in your home daily, including door knobs, light switches, or faucets.

• **Wash your hands** often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your face with unwashed hands.

Please carefully review additional information provided to you by the health department and CDC’s webpage on Cleaning and Disinfection for Households (www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html).

**Monitor your symptoms**

**IF YOUR SYMPTOMS GET WORSE, YOU HAVE DIFFICULTY BREATHING, OR YOU NEED MEDICAL CARE:**

• Contact your health care provider. Call ahead. Do not use public transportation, ride-sharing (such as Uber or Lyft), or taxis if you need to go to a clinic or hospital.

• If you need emergency medical attention any time during the isolation period, call 911 and let them know that you have been diagnosed with COVID-19.

**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 Randy Roehrick, Director of Public Safety, at randy.roehrick@hennepintech.edu or at 952-995-1525.
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 to HTC’s Preparedness Plan:

1. May 28, 2020. Requirement of masks or face coverings for all students, faculty, staff and visitors.
5. August 14, 2020. Updated with information on screening tool and temperature checks on campus.
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.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

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

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

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

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

Training
www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf
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,
  o Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
  o 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.
  o 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.
• Everyone is required to wear a face mask over both the nose and mouth at all times when indoors on campus. If you do not have a face mask, one will be provided to you.
  o Face coverings are also required outdoors on campus if social distancing practices cannot be maintained.
• Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.
ON-SITE/DAY-OF SCREENINGS:

Entrance to Buildings:
Everyone needs to use the Main Entrance for the Eden Prairie campus and the Law Enforcement and Criminal Justice Education Center (LECJEC). All other doors will remain locked.

Effective Monday, August 24, the “J Doors” will be utilized at the Brooklyn Park campus. These are the doors for Student Lot #4 and Staff/Faculty Lot #1 (near the auditorium). All other doors (including the front entrance) will remain locked.

Screening Tool:
Everyone entering the building will need to complete the COVID-19 Screening Tool. If you are a student, faculty or staff, you will need your Star ID in order to complete the screening tool. Otherwise, you will complete the screening tool as a “guest.”

The COVID-19 screening tool is an assessment of your health and asks about possible symptoms that could be related to COVID-19 and if you have had “close contact” with someone who may have COVID-19. “Close contact” is defined as being less than 6 feet away for at least 15 minutes with someone who was potentially contagious with COVID-19 AND tested positive.

The screening tool can be completed prior to arriving on campus. The link for the screening tool is available on the homepage of the Hennepin Technical College website. In addition, the link as well as a training video for the screening tool and Frequently Asked Questions (FAQs) can be found on the HTC COVID-19 website. If you do not complete the screening tool prior to arriving on campus, a laptop will be available for your use at the security desk.

Once you complete the screening tool, you will receive an email confirmation. You are required to show this email confirmation for entrance to the campus buildings.

Temperature Check:
Once you have completed and passed the online screening assessment, you will have your temperature checked via your forehead. If your temperature reads 100.4 or greater, you will not be allowed to enter campus.

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.
FOLLOW-UP:

At the conclusion of in-person, face-to-face activities instructors, faculty or supervisors should:
  • 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 Randy Roehrick, Director of Public Safety, at randy.roehrick@hennepintech.edu or at 952-995-1525.
COVID-19 Information

I am not feeling well

- Stay home if you are sick.
- If you are older or have certain underlying medical conditions, it is helpful to let your health care provider know you are sick. They may have specific advice for you.
- Seek medical care right away if your symptoms get worse or you have difficulty breathing. Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.

I know someone who tested positive for COVID-19

Have you had “close contact” with that individual?

No
- Continue to slow the spread by social distancing, wearing a mask and frequent hand washing.
- Monitor your own health/symptoms and contact your health care provider with questions.

Yes
- Quarantine for 14 days
- Monitor symptoms
- Get tested
- Notify HTC and others you had “close contact” with (no testing needed for them unless you test positive)

What is “Close Contact”
less than 6 feet away for at least 15 minutes with someone who was potentially contagious with COVID-19 AND tested positive.

I tested positive for COVID-19

- Contact HTC and others you had “close contact” with
- Stay home until all three of these things are true:
  - You feel better. Your cough, shortness of breath, or other symptoms have improved; AND
  - It has been at least 10 days since symptoms first appeared; AND
  - You have had no fever for at least 24 hours, without fever-reducing medication.

Additional Resources:
- Employee Assistance Program (https://mn.gov/mmb/segip/health-and-wellbeing/eap/)