

# The College of St. Scholastica

## COVID-19 Back-to-Campus Preparedness Plan

6.26.2020

**Note: This plan is subject to change pending updated MDH guidelines and Governor Walz Emergency Executive Orders**

The College of St. Scholastica 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*. 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. **Employees who can continue to effectively work remotely should continue that practice. If the employee feels they must be on campus, they must receive approval from their supervisor and/or V.P. and must use designated College entrances only. Visitors to campus require prior approval as well.**

We are serious about safety and health and keeping our students 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 physical distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Access control and health screening on campus;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

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

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

**Employees and students should NOT come to any campus location if they are sick and/or believe any of these conditions apply to them:**

1. They have a temperature or fever greater than 100.4 degrees
2. They have a new or worsening cough
3. Chills
4. Muscle pain
5. Sore throat
6. New loss of taste or smell
7. Are experiencing shortness of breath and/or
8. Have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

**For students/faculty in the classroom and/or lab setting:**

Before a student enters a classroom or lab, the faculty should ask the following questions to confirm:

1. They have a temperature or fever greater than 100.4 degrees
2. They have a new or worsening cough
3. Chills
4. Muscle pain
5. Sore Throat
6. New loss of taste or smell
7. Are experiencing shortness of breath and/or
8. Have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

If they answer no to all questions, the student may enter/remain in the program space. If they answer yes, the student must leave the premises immediately. Faculty should immediately report such an incident to Mike Turner, the Pandemic Coordinator, at 218-723-6387 or [mturner@css.edu](mailto:mturner@css.edu)

**For employees:**

Employees must follow the process of informing supervisors if they or a family member are sick or experiencing symptoms while at home or on campus. If the employee is on campus when he/she feels sick and/or feels any of the above criteria applies to them, they must notify their supervisor and leave campus as soon as possible. If exhibiting symptoms at work, employees will be isolated until they can leave campus. The supervisor should immediately report such an incident to HR or the Pandemic Coordinator. Please be aware that if you are tested for COVID-19 and test positive, you will be required to work with the Minnesota Department of Health (MDH) and the College to help identify potential exposures to those you have interacted with within the past 48 hours.

**The College of St. Scholastica** 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. Any employee with questions about these policies should contact Human Resources.

Employees requesting accommodations due to underlying medical conditions or who have household members with underlying health conditions will be asked to submit a form to Human Resources to request continued remote work or other accommodations. **HR will work with department leadership to discuss available options. Any medical information disclosed during this process will be kept in HR and not shared with department leadership.**

The policy of The College of St. Scholastica is to follow Minnesota Department of Health 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 proper amount of time.

## Handwashing

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 should wash their hands prior to or immediately upon entering the facility. All classrooms, labs, and restrooms have hand-sanitizer dispensers with sanitizer that is greater than 60% alcohol.

## Respiratory etiquette: Cover your cough or sneeze

**Masks or cloth face coverings are required** to help control infection from people who may be infected but are asymptomatic.

Employees, students and visitors, even when wearing a mask, are being instructed to further 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places. Signs have been placed throughout the College as reminders of this practice.

Here are a few important things to keep in mind:

- Masks or cloth face coverings help prevent infecting others – especially in situations where you may spread the virus without symptoms.
- People who are sick should 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.

The College of St. Scholastica is providing each employee and student with a CSS-branded reusable face covering and neck gaiter. Employees can wear their own face coverings as well. Eventually, the Saints Shop will have additional CSS-branded masks available for purchase.

## Physical distancing

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

- Employees who can work remotely should continue to do so.
- Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
- 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.

- 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.
- College fleet vehicles will only be signed out to single occupants and cleaned and disinfected after use.
- Efforts should be made to conduct all meetings virtually. When necessary, meetings of up to 10 people are permitted if physical distancing requirements are in place. It's recommended that in-person meetings be limited.
- Outdoor meetings or activities are capped at 25 per MDH guidelines and must meet physical distancing protocols.
- Cloth face coverings are required for spaces where physical distancing cannot be maintained.
- Interactions with the public will remain mostly online at this time. If employees are in an area that has contact with the public, signs and barriers will serve as a reminder for proper physical distance length.
- Students should report any concerns to their faculty, who will forward them to the Pandemic Coordinator. Employees should report concerns to their supervisor.

Employees are prohibited from gathering in large 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.

### **Travel**

There shall be no or very limited work-related travel unless approved by a V.P. Any personal travel may require employees to self-quarantine for 14 days before coming to campus.

### **Housekeeping**

Regular housekeeping practices are being implemented but may require the efforts of faculty and staff that are on campus. This includes 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, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, door handles, elevator panels, railings, etc. Faculty are responsible for cleaning equipment in their labs and maintenance is responsible for classrooms and common areas.

### **Confidential Reporting of CSS COVID-19 Preparedness Plan Violations**

Faculty, staff and students are strongly encouraged to promptly report suspected violations of the preparedness plan requirements to their supervisor, to their vice president or to anyone in management one is comfortable approaching. The College also has a confidential, toll free hotline (1-800-477-6064) that can be used to report suspected violations.

### **No retaliation**

No member of the College community who, in good faith, reports a violation shall suffer retaliation, harassment or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination.

All reported violations will be researched by either HR or the Pandemic Coordinator and actions will be taken if it is determined a plan requirement was violated.

### **Communications and training**

This plan was communicated through Zoom meetings, website, all-campus email, and other forms of official College communication to all employees and students beginning May 13, 2020.

Training was provided to staff performing cleaning duties on March 16, 2020. Subsequent training sessions were held for staff members who were not present for the initial session. Supervisors review areas to ensure they are cleaned to the standards. Employees seeking additional training regarding any area of this plan should contact the Pandemic Coordinator.

This plan has been certified by The **College of St. Scholastica** leadership and was shared and posted throughout the campus community. It will be updated on the College's Coronavirus website at [css.edu/coronavirus](http://css.edu/coronavirus), as necessary.

Certified by:

**Barbara McDonald, Ed.D**

**President**

**The College of St. Scholastica**

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

### **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)

### **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)

### **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)

### **Cloth Face Coverings**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

### **Physical 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)

<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)