Itasca Community College
COVID-19 Back-to-Campus Preparedness Plan

Itasca Community College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. We are all responsible for implementing 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.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. College leaders, supervisors, and employees have the full support of the Minnesota State system in enforcing the provisions of this policy.

Employees are to have a work plan developed with their supervisor in regard to on-campus work.

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 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.

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) they are experiencing shortness of breath and/or (4) they have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.
All employees, students, and visitors, who plan to enter any facility as part of the campus or participate in a college activity, must complete a DAILY self-assessment before they arrive each day or start an off-campus activity.

CLICK HERE to access the ICC COVID-19 self-assessment tool: https://minnstate.edu/cv19-icc

The training video on how to do it (for both people who need help) is: https://minnstate.edu/cv19-trainingvid.

If an individual becomes sick during the day, they should go home. If a student is asked to go home, faculty should report the incident to their supervisor immediately.

For employees:
Employees must follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or on campus. If an employee feels sick and/or feel that any of the criteria outlined above apply to them, they must notify their supervisor immediately.

Northeast Higher Education District, 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. Accommodations for workers with underlying medical conditions, or who have household members with underlying health conditions, have been implemented. There are certain types of COVID leave and FMLA that may be available to you. Should you find yourself or a family member in a health situation due to COVID, please discuss with your supervisor which paid leave you may be eligible for.

The practice of the Northeast Higher Education District 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 required amount of time. In addition, the Human Resources office will manage any confidential medical information to protect the privacy of workers' health status and health information.

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. Hand sanitizer dispensers with sanitizer that is greater than 60% alcohol are available at entrances and at multiple campus locations.
Mask Usage

Effective Monday July 20th, Itasca Community College is requiring all students, faculty, staff, and visitors to wear masks to prevent the spread of COVID-19 when they are in public settings on the college campus. Other forms of mask coverings or barriers may be used in lieu of masks, such usage will be approved by supervisors.

Public settings are spaces on campus where two or more people are present or likely will be present. Specific examples are:

- Classrooms, when two or more people are or are likely to be present.
- Individual Staff or Faculty Offices when two or more people are present. An individual by themselves does not need to wear a mask.
- Public, potential high-traffic spaces with frequent customer interactions during open hours (i.e., the front desk of student services, bookstore, library, etc.)
- Scheduled outdoor activities.

Students and faculty in off-campus activities, internships, clinical, and other experiential learning settings may have to utilize masks and/or take additional respiratory precautions based on the specific setting, practice, and host-site guidelines and expectations.

Contact Tracing

In the event of individual being identified with having COVID-19 and being on campus, the interactions and activities of the individual will be reviewed in partnership with Itasca County Health and Human Services and an appropriate response each circumstance will planned and completed. A few specific items:

- Remain in close communication with the individual
- Attempt to connect with the close contacts of the case that same day.

Close Contact

- People who were within 6 feet of the COVID-19 case for at least 15 minutes need to self-quarantine for 14 days since their last exposure to that person.
- If close contacts develop symptoms of COVID-19 during the quarantine period, the person can seek medical care or testing as they choose. Regardless, that person needs to stay home until all of the following are true:
  - Their cough, shortness of breath and other symptoms are better, and
  - It has been 10 days since they first became ill, and
  - They have not had a fever for the last 3 days, without using fever-reducing medications.
- People who were not near the person with COVID-19, or who were close to them for less than 15 minutes do not need to self-quarantine, but they should monitor themselves for symptoms.
- No testing out of quarantine. Even if test negative, must stay in quarantine for the 14 days.
Other important mask/face coverings things to keep in mind:

- Masks are to fully cover both mouth and nose.
- 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, even if you wear a mask or cloth face covering, 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.
- Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. People who are sick should still stay home. If you are sick and need to go to the doctor, call your medical healthcare 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.
- Individuals with hearing loss may not be able to understand you when you are wearing a cloth mask; clear face coverings would be recommended for these situations.
- Wash your mask or cloth face covering frequently to keep it clean.
- 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.

Employees and students will be provided an initial face covering and other personal protective equipment as appropriate. Individuals may choose to supply their own face masks. Individuals should always have a mask on their person and may wish to have more than one mask to allow for adequate laundering. Masks or cloth face coverings can be worn to help control infection from people who may be infected, but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees, when in public spaces, and students are encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19.

- Face masks/coverings **must be worn at all times on campus in public settings, including public areas of the college’s housing operations** (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, labs, break rooms, restrooms, etc.). Face coverings are also required in outdoor settings on campus if social distancing cannot be observed.
- Face masks/coverings are **NOT required in the following situations:**
  - When eating or drinking in the college’s designated cafeteria area or break rooms (social distancing must still be observed).
  - When alone in an office or where permitted by an official notice posted in a space.
  - When in one’s assigned residence hall apartment.
  - When alone in a vehicle.
  - When unable to wear a face covering while exercising in a campus recreation facility as long as all other facility policies, rules, and guidelines are followed.
  - Shared Office Spaces: individuals who are assigned to a shared office space can determine whether they want to wear masks, if all the following are true for them:
    - If individuals in a shared office space can maintain a 6’ or greater distance,
• If only individuals assigned to the office are present,
• If all individuals are comfortable with others not wearing masks,
• If there is not a health and safety consideration for the nature of the work,
• Then individuals can choose to not wear masks in a shared office setting. As soon as a non-assigned employee enters that office space, masks must be worn.

• Faculty who are delivering on-campus instruction may utilize a face shield in place of a face mask while teaching.
• Outdoor settings where 6’ distancing can be maintained.
• Employees and students should provide their own additional masks.
• If an employee or student is on campus without a mask, a disposable mask will be provided by the college.
• An employee who cannot wear a face mask/covering due to medical or other reasons should contact Human Resources for possible accommodation measures. Students should contact Disability Services for possible accommodation measures.
• Willful disregard of face mask policies will result in disciplinary action and such repeated offenses may result in permanent removal from the campus community.

Here are a few important things to keep in mind in regards to masks:
• 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 healthcare provider before going in and wear a mask or cloth face coverings to the clinic.

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 and the 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 required for spaces where social distancing cannot be maintained.
9. Hand sanitizer and disinfectant will be available in all labs that are open for face-to-face courses.
10. 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 social distance length.
11. Students should report any concerns to their faculty who will forward them to their supervisor. Employees should also report their concerns to their supervisor.
12. COVID-19 Classroom Occupancy Limits will posted in each classroom and must be observed.

Staff and visitors are prohibited from gathering in groups and confined areas 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, but require the efforts of faculty and staff that are on campus. Each campus has developed protocols to ensure that there is routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and common 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, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

Cleaning and Disinfecting

- Follow MDH-specific guidance for Institutes of Higher Education

As long as routine cleaning and disinfecting have taken place, additional cleaning and disinfecting is likely not necessary; nor in most situations is it necessary to close down a room or area for 24 hours.

Communications and Training

This plan was communicated by email to all employees and students on or before August 12, 2020. Training and guidelines were given to all maintenance staff in regards to proper cleaning per the CDC. Additional communication and training will be ongoing through email, Zoom, signage posted across
campus, and website publication. Appendix A of this plan contains further guidelines on handwashing, respiratory etiquette, social distancing, and housekeeping. This information will also be posted on campus. Leaders and supervisors are to monitor how effective the program has been implemented by ensuring all housekeeping guidelines are completed appropriately and social distancing is occurring. 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 Itasca Community College leadership and was shared throughout the campus community on or before August 12, 2020. It will be updated on the colleges’ websites as necessary.

Certified by:

Bart Johnson, Ph.D.
Provost, Itasca Community College
Appendix A – Additional Resources

General
www.cdc.gov/coronavirus/2019-nCoV
www.dli.mn.gov
https://mn.gov/covid19/data/covid-dashboard/index.jsp

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

Operating Instruction on Campus Management in Minnesota State

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