



*Version 4 document date: July 31, 2020*

## **Anoka Technical College and Anoka-Ramsey Community College COVID-19 Back-to-Campus Preparedness Plan**

Anoka Technical College (ATC) and Anoka-Ramsey Community College (ARCC) are 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 Order 20-74, *Continuing to Safely Reopen Minnesota's Economy and Ensure Safe Non-Work Activities during the COVID-19 Peacetime Emergency*, June 5, 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 while on campus.

ATC/ARCC have a fundamental obligation to protect their employees/students from known hazards; and both employers and employees must follow requirements set forth under the Occupational Safety and Health Act. Non-compliance to the provisions of this plan will prohibit entry on campus, or will lead to the removal of that person from campus property (via Public Safety).

In compliance with this plan, academic programs must complete the Return to Campus Instruction Request form, which must be approved by the Vice President of Academic and Student Affairs and the Director of Public Safety prior to convening class sessions or activities on campus.

**The current policy is if you can continue to effectively telecommute/work remotely then that is the best course of action.**

We are serious about the safety and health of our students and employees. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan encompasses the 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;
- Engagement in contact tracing, access to testing, and surge planning;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

## Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities

**Purpose:** This section provides a framework for screening students, faculty, staff, and others for symptoms of COVID-19 before they participate in in-person, face-to-face activities on campus. These activities may include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings.

**General:** Screening students, faculty, staff, and other community members is to help slow the spread of COVID-19 in the community while enabling the safe and effective delivery of academic programs, support services, and management activities. The screening includes three elements:

- Pre-Activity Communication,
- Face to face, On-Site/Day-Of Screening, and
- Follow-Up.

These activities have been coordinated in consultation with the Minnesota Department of Health. Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

The following procedures are being implemented to assess employees and students for symptoms prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

**Step 1: Self-Monitoring and reporting.** This is continuous. Employees and students have a responsibility to monitor their own health during this pandemic period, and report to their supervisor (employees) or Public Safety (students) at when they feel sick or have one of the symptoms listed below. Contact Public Safety at [COVID19.Health@anokaramsey.edu](mailto:COVID19.Health@anokaramsey.edu) or [COVID19.Health@anokatech.edu](mailto:COVID19.Health@anokatech.edu) with questions on self-monitoring or reporting. Reporting to your primary healthcare provider is advisable, and in some cases you may be asked to go to a testing center by your healthcare provider. Other means of notification include the statewide COVID-19 hotline, websites, County Public Health or MDH. If you are sick, staying home is important; but always ask your healthcare provider for guidance.

### **Definitions/general guidance:**

**Quarantine:** When someone who is not sick stays in one place away from others. The person stays away because they spent time close to someone with the disease. They wait to see if they get sick, too. They stay away from others because people can give the disease to each other before they show signs of being sick.

**Isolation:** When someone with signs of the disease stays in one place away from others. The person cannot give the disease to someone else during the time the person stays away from others. People can give the disease to each other before they show signs of being sick. People who stay away from others after they feel sick may already have given the disease to others.

## **Possible Scenarios:**

You reported that you were in close contact with someone with confirmed COVID-19 (like a person in your household), but you are NOT sick. Self monitor and quarantine. Contact your healthcare provider; and stay home, separate yourself from others in your household, and do not share anything (e.g., utensils, phone) for 10 days. Employees contact HR, students contact Public Safety.

- Work from home if you can. Notify your supervisor (employees) and students (notify Public Safety)
- Self monitor for 10 days.

If you become sick (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell), continue to stay home and contact your healthcare provider for further guidance

- Return to work after 10 days if you do not develop symptoms.

You report that you are sick with COVID-19 symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, but have NOT been tested for COVID-19. OR You are sick and your health care provider told you that you have COVID-19 (based on a lab test or symptoms).

- Stay Home; isolate
- Separate yourself from others in your household, do not share anything (e.g. utensils, phone) and stay at home for at least: 10 days symptom free, and for 24 hours with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.
- Continue to work from home if you can
- If confirmed, contact your supervisor (employees) and Public Safety (for students)

Employee guidelines for returning to the workplace. Notify your supervisor and determine work options. Return to work after 10 days symptom free, and for 24 hours with no fever (without-fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer. Continue to stay 6 feet away from co-workers and visitors, if possible.

**Step 2: Complete health screening tool prior to coming to campus.** All individuals entering campus must complete an online screening tool prior to entry. HR and Public Safety will provide guidance on administering health screening and adherence to data practices and procedures. At entry, there will be directives to not enter the building if you are sick, or have symptoms of COVID-19.

If an individual becomes sick during the day, they should leave campus immediately, or stay in the isolation room until they are able to exit campus.

NOTE: It is also important to remind students and staff that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.

In addition, hygiene/cleanliness to include handwashing/sanitizing and social distancing will also be provided in many forms of informational guidance.

**Step 3. Follow-Up:** At the conclusion of in-person, face-to-face activities students and employees must:

- 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.

**Step 4: Classroom/Lab/Work center checklists.** Supervisors and instructors will be provided with a training document on safety to share with their classes/teams. PPE and disinfectant materials will be on hand to support cleanup and skills/tasks. Please review the facilities scheduling protocol for cleaning/disinfecting, and a list of cleaning supplies.

### **Step 5: On campus symptoms/reporting**

**Employee.** If an employee on campus is showing symptoms or is not feeling well, reporting and isolation protocol will be in effect. For employees the immediate supervisor or manager will be notified. The person who is sick will be directed to leave their work area or classroom (faculty), and instructed to go home immediately, or access the isolation room until they may exit campus, ensuring the safety and well-being of the sick person until they have safely exited the campus. Isolation rooms will be made available at each campus with the assistance of Public Safety. Isolation will be in an area away from others, on a short-term basis until the affected person is able to depart campus safely or with assistance when needed. Contact Public Safety for assistance. Employees will be instructed to self-monitor at home and to contact their healthcare provider for questions/concerns related to their symptoms.

**Student.** When symptoms are apparent with a student or a student self-reports they are sick with symptoms, contact Public Safety. Students who are sick will be directed to leave campus and go home immediately, or access the isolation room until they may exit campus, ensuring the safety and well-being of the sick person until they have safely exited the campus. Isolation rooms will be made available at each campus with the assistance of Public Safety. Isolation will be in an area away from others, on a short-term basis until the affected person is able to depart campus safely or with assistance when needed. Contact Public Safety for assistance. Referral numbers for COVID-19 hotlines and guidance to contact their individual healthcare provider will be provided for any health concerns/questions related to symptoms.

*HIPAA, data practices and privacy act considerations will be in effect in all cases where reporting and notification is warranted.*

## **Sick Leave policies**

**Anoka Technical College and Anoka-Ramsey Community College** through Minnesota State and Minnesota Management and Budget have implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

For further clarification on FMLA and Sick leave policies and guidelines refer to these references from MMB and Minnesota State. A critical first step is to consult with your supervisor or instructor for assistance.

[FMLA guidance](#)

[FMLA guidance fact sheet](#)

[Sick Leave policy matrix](#)

[COVID-19 Policy HR](#)

## **COVID-19 Paid Leave**

When an employee needs to be absent from work due to reasons related to COVID-19 and **cannot** telework an employee should work with their supervisor to see if COVID Leave or the expanded Family and Medical Leave Act (EFMLA) is an option.

Employees will need to complete a Request Form in order to document and expedite the approval process for Paid COVID-19 Leave under the Paid COVID-19 Leave policy and EFMLA under the Policy on Expanded FMLA for COVID-19 Related School/Child Care (“EFMLA”). Completed forms must be submitted to the agency’s HR office for approval.

### **Paid COVID-19 Leave and EFMLA are not available to employees who can work or telework.**

Paid COVID-19 Leave and EFMLA are subject to the eligibility requirements, caps and limitations set forth in MMB HR/LR Policy 1440 -Paid COVID-19 Leave (revised) and HR/LR Policy -Expanded FMLA for COVID-19 Related School/Child Care (“EFMLA”). Requests for paid leave of employees who are assigned to perform Priority 1 or Priority 2 critical services as defined in the policies may be denied.

Eligible reasons for leave are documented in the [MMB HR/LR Policy 1440 -Paid COVID-19 Leave \(revised\)](#) and [HR/LR Policy 1441 -Expanded FMLA for COVID-19 Related School/Child Care \(“EFMLA”\)](#) and include:

- School or Childcare Provider Leave if you cannot work or telework due to your need to care for your child because your child's school or place of care is physically closed, or your childcare provider is unavailable, due to COVID-19, and there is no other suitable person available to care for your child.
- Health Purposes if you cannot work or telework because you have symptoms associated with COVID-19 and are seeking a diagnosis, a health care provider advises you to self-quarantine due to concerns related to COVID-19, or you are subject to a Federal, State, or local isolation or quarantine order related to COVID-19
- Caregiving if you cannot work or telework because you are caring for an individual who depends on you for care and the individual has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, or is subject to a Federal, State, or local isolation or quarantine order related to COVID-19

Paid COVID-19 Health Leave and Care Leave that also constitutes Family and Medical Leave Act leave can be taken on an intermittent or reduced schedule basis. All other types of Paid COVID-19 Leave and EFMLA may be taken on an intermittent or reduced schedule basis with agency permission.

Paid COVID-19 Leave and EFMLA do not accrue vacation or sick leave.

Additional information regarding COVID-19 can be found at:

[Covid-19 Minnstate edu](https://www.mnstate.edu/covid-19)

### **Americans with Disabilities Act**

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Reasonable accommodation and ADA compliance will be adhered to for all persons who are describing a pre-existing condition that affects a skill/task to be performed.

Each campus has a representative who will offer assistance in areas involving ADA assistance and accommodation. In addition, the following hyperlink will provide further clarification and guidance.

[ADA Minnesota State](https://www.mnstate.edu/ada)

### **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 restroom. As a general rule all visitors coming on campus will be required to wash their hands prior to or immediately upon entering the facility. All entrances, work areas,

classrooms and restrooms have hand sanitizer in close proximity, and individuals should “foam in and foam out” using sanitizer when using these spaces.

Signage and information sharing will be ongoing during this pandemic period for cleanliness, personal hygiene and disinfecting high touch areas. Please contact Facilities or Public Safety in the event there is a shortage of hygiene supplies or hand sanitizer.

### **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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places.

Information will be provided using MDH and CDC guidelines for posters, digital signage and classroom briefings. In addition, COVID-19 hotline information will be available throughout the campus providing a resource from the CDC for COVID-19 related questions. Posters will be updated as more information is made available.

### **Masks**

As of July 25, 2020, by Governor Walz’s Executive Order 20-81 *Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19*, requires face coverings to be worn indoors. The executive order also requires the use of face coverings outdoors when social distancing is not an option. Additionally, Chancellor Malhotra issued a July 16, 2020 memo stating that all Minnesota State employees, students, and visitors (including contractors and vendors) are required to wear a mask when inside college or university facilities. Anoka-Ramsey and Anoka Tech also require masks to be worn on campus at all times.

### **Exceptions to wearing a face covering at Anoka-Ramsey Community College and Anoka Technical College include when an individual:**

- Is alone in a private office or a space with a door closed with no expectation of providing customer service.
- Engaged in an outdoor activity/job requirement and are able to maintain appropriate social distancing of 6 feet or more.
- Has a medical condition that prevents them from wearing a cloth mask (see below on disabilities and special considerations).

**Face coverings are required** while inside the buildings, and outside when social distancing cannot be maintained. However, face coverings are not a substitute for social distancing, and efforts should be made to maintain social distance whenever possible.

In an effort to ensure all have face coverings to wear, Public Safety will provide each faculty member and staff member with a reusable cloth mask. Students should bring their own mask to wear on campus. Contact Public Safety if you are need of a cloth mask.

Per CDC guidelines, face coverings should:

- Fit snugly but comfortably
- Completely cover the nose and mouth
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape

**What if someone isn't wearing their mask? Contact Public Safety.** Some people may be unaware of the mandate, and educating them will help ensure everyone's safety.

When dealing with an individual not wearing a mask, contact Public Safety to directly communicate with that individual in a professional manner.

Non-compliant personnel that are on campus, may be asked to leave the campus until they meet the public safety standard. Employees who do not comply with the mask requirement may be subject to discipline, up to and including termination.

### **How do I care for my face covering?**

- Cloth face coverings should be washed frequently or when they become wet or dirty.
- Use the warmest water permissible and laundry detergent, and allow them to dry completely before reuse. Bleach is not necessary.

If you are wondering why wearing a mask is important please watch the video at <https://www.youtube.com/watch?v=0Tp0zB904Mc>

### **Resources**

- Minnesota Department of Health Coronavirus Disease 2019 (COVID-19) (<https://www.health.state.mn.us/diseases/coronavirus/index.html>)
- National Association of the Deaf (<https://www.nad.org>)
- Minnesota Department of Human Services (<https://mn.gov/deaf-hard-of-hearing/>)
- Minnesota Commission of the Deaf, Deaf Blind & Hard of Hearing (<https://mn.gov/deaf-commission>)

<https://www.health.state.mn.us/diseases/coronavirus/guidemasks.pdf>





cloth-face-covering.  
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cloth-face-covering  
s-information.pdf

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### [CDC guidance on masks](#)

## **Social distancing**

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

1. Employees who 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 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 will be reminded on access control measures, for safety and security.
5. Employees and students are asked to maintain six feet of distance between colleagues and visitors.
6. Flow plans will include signage for foot traffic to **stay to the right** in hallways and corridors.
7. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restroom areas. Restrooms are limited to one individual at a time.
8. Seating arrangements will be made to adhere to the social distancing protocol. Where a six foot distance cannot be maintained at all times in class settings, assigned seats and/or assigned partners should be used to aid in contact tracing, if necessary.
9. Class sessions of greater than 25 per area/room are prohibited. Meetings should be done virtually where possible. In all scenarios of on-campus classes, social distancing must be maintained for safety.
10. Masks or cloth face coverings must be worn on campus. Students are reminded to bring their own mask or cloth face coverings.
11. Public Safety will provide masks to all faculty and staff as available.
12. Gloves will be made available when needed as determined by the work tasks or skill set being completed at the worksite or classroom/lab.
13. Disinfectant and sanitizer will be made available as needed. Contact Facilities or Public Safety for more information regarding cleaning/disinfectant supplies.

14. Supervisors/instructors will be responsible for providing information on the safe use and disposal of PPE when required. This includes how to wear PPE and where to obtain needed supplies in the workcenter or classroom/lab.
15. Remind team members and students to honor posted signage for closed-off areas on campus.
16. Review safety information including mask wearing, social distancing and PPE
17. Provide teams/students with key contact numbers in the event of an emergency or for questions regarding protocols in place for the COVID-19 pandemic environment.
18. Fleet vehicles will only be signed out to single occupants and cleaned and disinfected after use.

*\*\*General guidelines include employees, students and visitors being 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

Frequent 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. Enhanced 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.



cleanfaq.pdf



cleanihe.pdf

Cleaning/Disinfecting guidelines

[CDC: Environmental Cleaning and Disinfection Recommendations.](#)

### **Cleaning and disinfecting products (see below attached for facility specific products and safe handling)**

- Use soap and water or another detergent to clean dirty items. Then, use a disinfectant.
- Use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for a period of time (see the product label).
  - Wearing gloves and ensuring good ventilation during use of the product.
- Check to ensure the product is not past its expiration date.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Use eye protection or have immediate access to an eye-wash station.

- Director of Facilities will provide oversight and supervision on all campus cleaning/disinfecting.

### **CLASSROOM/LAB SHARED RESPONSIBILITY**

- Cleaning supplies for wipe downs will be provided as needed in classrooms for faculty and student use, and PPE will be used as appropriate.
- Only use campus-provided cleaning supplies/sanitizer; if you have questions contact Facilities.
- Facilities will complete cleaning during their routine cleaning schedule (see below).

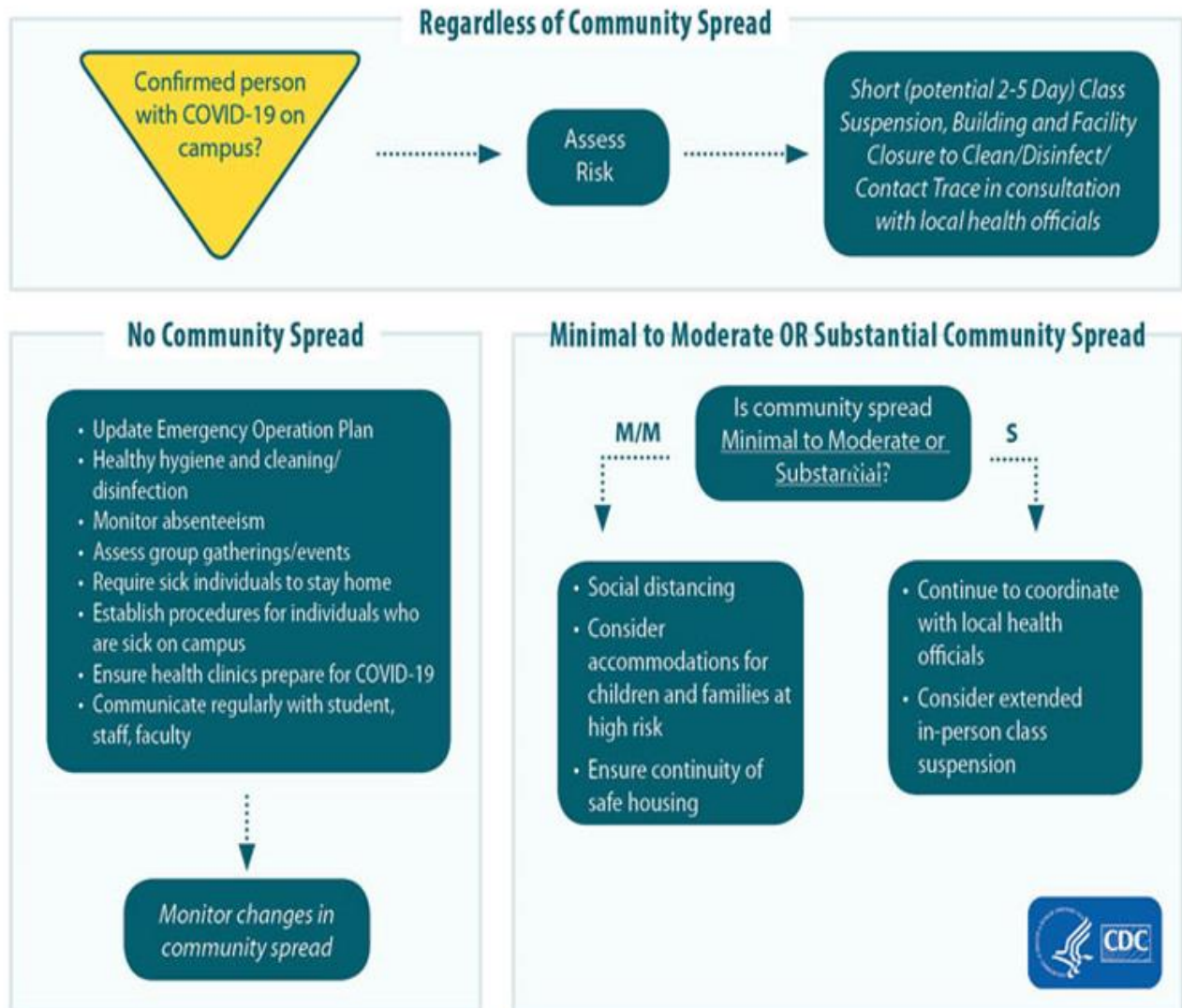
**Facilities Classroom/Lab Cleaning Procedures.** Facilities staff will wipe down any contact surfaces in the room that a student could reach, including doors and their frames, desks, tabletops, chairs, light switches, white boards and any other surface present. Facilities will provide sanitizing product (QT-TB) and paper towels for faculty and students to use on high-touch areas during and in between classes.

- Bathrooms will be cleaned in the same manner as classrooms, with contact surfaces being wiped down with proper sanitizing products (see MSDS sheet for products used). This will include all toilets, urinals, sinks and faucets, hand towel dispensers, and any other obvious surface in the space.
- Carpeting will be vacuumed daily and hard flooring will be mopped with disinfecting products (see MSDS sheets). Trash bin liners are replaced and disposed of on a daily basis. Facilities will make sure we have them available in areas where classes are in session.

### **CONFIRMED CASE OF COVID-19 PROTOCOL**

The policy of **ATC and ARCC** 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 (generally in close contact with someone for 15 minutes or more), and requiring them to quarantine for the required amount of time. MDH is the lead agency for confirmed cases of COVID-19. They will enact contact tracing and our campus will assist in their investigation of a confirmed case. Faculty or supervisors who are notified by a student of a confirmed case of COVID-19 should contact Public Safety at [COVID19.Health@anokaramsey.edu](mailto:COVID19.Health@anokaramsey.edu) or [COVID19.Health@anokatech.edu](mailto:COVID19.Health@anokatech.edu).

# Institutions of Higher Education (IHE) Decision Tree



Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing are likely outcomes of a confirmed case. MDH will notify the President’s Office when a confirmed case has been identified in the college’s student/employee population.

In the event a portion of the campus may be closed down, applicable signage and flow plans will be followed to prevent access to that area until deep cleaning and disinfecting has taken place. Further

direction will be provided by Public Safety working in liaison with our community partners for a successful recovery plan involving a confirmed case.

In addition, MDH will partner with the college on:

- Contact tracing.
- Notification of contacts.
- Notifications to student bodies/campus communities.
- Press releases.
- Recommendations and duration of dismissal **IF** warranted.
- Ensuring access to contact lists of attendees of courses and other events.

MDH will provide further guidance on measures to ensure a safe work environment following a confirmed case of COVID-19.

The college will protect the privacy of students/workers' health status and health information following HIPAA and privacy act guidelines.

[HIPAA link](#)

### **Cluster Management/Surge Planning**

In the case of a cluster of three or more COVID-19 cases that impact the college community, the colleges will work with MDH on an appropriate response based on the circumstances of the cluster.

### **Community Spread (On-campus confirmed case of COVID-19)**

MDH will work with Public Safety to determine whether a community spread is considered to be minimal, moderate, or substantial. MDH and local health officials will provide guidance and assist in campus planning during these incidents. Appropriate communications to the campus population will be made through the President's office.

### **Communications and training**

This Plan was also communicated via email to all supervisors to include necessary training and helpful links. Additional communication and training will be ongoing using email and website postings. Training information will be provided through Public Safety using a "train-the-trainer" format. Training will include/but not limited to key references and video tutorials involving Hygiene, Mask wearing, Social Distancing and PPE use/disposal. Any updates/changes to this plan and any additional training will be provided to all employees and students. Leaders and supervisors are to monitor how effective the program has been implemented through communication with team members and students through

supervisors and instructors on a daily basis before work/class. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

Contact Public Safety with any updates to this plan, and email/call for guidance or information.

This plan has been certified by **Anoka Technical College and Anoka-Ramsey Community College** leadership. This plan is subject to changes, and will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Kent Hanson". The signature is written in a cursive, flowing style.

**Kent Hanson, Ph.D.**

**President**

**Anoka Technical College and Anoka-Ramsey Community College**

*History:*

*5.19.20 Plan certified for return to instruction in limited circumstances per Executive Order 20-52.*

*5.21.20 Clarified that meetings of more than ten people are prohibited without a written exception from the president. Added document to appendix referencing this ability under Executive Order 20-52.*

*5.28.20 Added requirement for programs to complete the Return to Campus Instruction Request and have it approved prior to on-campus instruction.*

*7.31.20 Substantial updates for fall term, to reflect new guidance in Executive Orders 20-74 and 20-81 (requiring face coverings), and MDH Guidance for Mitigating COVID-19 at Higher Education Institutions, and systemwide screening requirements.*

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

### **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)

[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)

### **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)

### **Social 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)

State Safe MN FAQs- May 15, 2020 (Minnesota State)

[Guidelines for Mitigating COVID-19 at Higher Education Institutions \(MDH\)](#)

### **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)

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

NEW – [CDC Reopening Guidance](#)

### 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)

### Facilities Cleaning supplies and disinfectant



MSDSHIL00103 light acid bowl cleaner.pdf



MSDSHIL00393 Hand Soap.pdf



MSDSHIL00805 Restroom Cleaner.pdf



MSDSHIL00810 Top Clean.pdf



MSDSHIL01011 QT-TB Quick Contact Restroom Disinfectant



MSDSHIL00819

Directives: Nationwide pandemic, federal and state waivers, executive order 20-56 [Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency](#), executive order 20-55 [Protecting the Rights and Health of At-Risk Populations during the COVID-19 Peacetime Emergency](#), executive order 20-53 [Extending the COVID-19 Peacetime Emergency Declared](#), executive order 20-52 [Authorizing Students in Critical Sectors to Return to Safe Higher Education Institutions for Completion of a Postsecondary Credential](#), executive order 20-48 [Extending and Modifying Stay at Home Order, Continuing Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation, and Allowing Additional Workers in Certain Non-Critical Sectors to Return to Safe Workplaces](#), executive order 20-74 [Continuing to Safely Reopen Minnesota's Economy and Ensure Safe Non-Work Activities during the COVID-19 Peacetime Emergency](#), executive order 20-81 [Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19](#).



## **APPENDIX B - STUDENT ACCESS FOR REOPENING**

<b>ARCC CAMBRIDGE</b>	<b>Academic Area</b>	<b>Hours</b>
TBD	TBD	TBD
<b>ARCC COON RAPIDS</b>	<b>Academic Area</b>	<b>Hours</b>
TBD	TBD	TBD
<b>ATC</b>	<b>Academic Area</b>	<b>Hours</b>
TBD	TBD	TBD

## **APPENDIX C - Key Glossary of Terms for COVID 19**

### **Clinically diagnosed**

Doctors or other health care providers can decide that someone has the disease without testing for it. They do this by seeing if someone has signs of the disease. They also look at how likely it is for the person to have the disease.

### **Close contact**

Spending time less than 6 feet from someone who has COVID-19 disease. The closer and longer you are with someone who has the disease, the bigger chance you have of getting it. It can matter if the person is coughing when you are close. People can have the disease without having signs of being sick. Close contact can mean being very near to people you live with who are infected; standing next to someone on a factory line who is infected; or eating lunch next to an infected co-worker. Contact is less when passing someone infected in a hallway at work.

## **Community mitigation**

Things people can do to slow down how fast a virus spreads. COVID-19 and flu are caused by viruses. It can mean closing schools, restaurants, and other common spaces; asking employees to work from home; canceling large community events and gatherings; telling people to wear cloth masks in public; and asking that faith services be held virtually.

## **Exposed**

This means coming in contact with the virus. The virus is thought to spread when someone who is infected coughs, sneezes, or exhales. This is why people should stay at least 6 feet from each other. The virus can also get on surfaces and objects that other people then touch. It is important to wash your hands before you touch your mouth, nose, face, or eyes.

## **Flatten the curve**

Flatten the curve means to slow down how many people get sick from the disease at the same time. This lowers the medical care and supplies needed at any one time. The lower need is spread out over a longer time. This makes it easier for sick people to get the medical care and supplies they need. People can help flatten the curve in many ways. They can stay 6 feet away from others; stop meeting in groups; wash their hands often; always cover their coughs; and stay home when sick.

## **High risk**

Some people may get sicker than others because of their age and health. Ask your doctor or other health care provider if you have high risk for getting sicker from the disease. People with high risk may be older, people who live in a nursing home or long-term care facility, and people of any age who have serious underlying medical conditions. Underlying medical conditions of particular concern include chronic lung disease or moderate to severe asthma, serious heart conditions, conditions causing a person to be immunocompromised, severe obesity, diabetes, chronic kidney disease undergoing dialysis, and liver disease.

## **Isolation**

When someone with signs of the disease stays in one place away from others. The person cannot give the disease to someone else during the time the person stays away from others. People can give the disease to each other before they show signs of being sick. People who stay away from others after they feel sick may already have given the disease to others.

**Lab-confirmed case**

Someone that is tested for the disease and a lab proves that they have it.

**Pandemic**

A lot of people all over the world get sick fast from the same disease. A new virus that is easy for people to give to each other can cause a pandemic.

**Quarantine**

When someone who is not sick stays in one place away from others. The person stays away because they spent time close to someone with the disease. They wait to see if they get sick, too. They stay away from others because people can give the disease to each other before they show signs of being sick.

**Social distancing**

When people decide on their own to stay home as much as they can. If they go out, they stay at least 6 feet away from others. They do not go to areas where a lot of people are together. They wait to meet in groups, or they meet virtually. They follow what city and state leaders tell them about staying away from others.

**Stay at home order**

This is a government order. People are told to stay home. Staying apart helps to stop people from giving the disease to each other. People can go out to do some things, but they should wear a mask and stay at least 6 feet away from other people. Some things they can do are to get medical help; buy food, gasoline, and other supplies they need to live; go to work if their job is an essential service; wash their clothes; take a walk or get other outdoor exercise; and take care of family, friends, and pets.

**Suspected case**

A person who may have the disease. The person did not get a lab test, or the test did not prove they have the disease. The person shows signs of the disease and is someone who is likely to have it. A doctor or another health care provide may decide (diagnose) that the person has the disease.