



Version 8 document date: July 2021

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 by the Centers for Disease Control (CDC), local public health, and the Minnesota Department of Health (MDH), including recommendations as published in [Guidance for Mitigating COVID-19 at Higher Education Institutions](#), [COVID-19 Recommendations for Business and Industry](#), [COVID-19 Organized Sports Recommendations](#), and [Recommendations for Music Activities and Performances During COVID-19](#). While there is currently no peacetime emergency declaration or emergency order in place, guidance documents from MDH will continue to inform the colleges' response to the pandemic, where applicable and practicable.

We are all responsible for implementing this plan. Our goal is to mitigate the transmission of COVID-19 on our campuses while expanding the availability of in-person courses, services, and activities. That goal 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).**

All programs, departments, and offices are expected to review the Back-to-Campus plan and use its health and safety guidance to inform planning for their respective courses, services, activities, and events. The Vice President of Academic and Student Affairs and the Director of Public Safety are available to answer questions or assist with health and safety planning prior to convening class sessions or activities on campus.

This 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:

- Vaccination;
- 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.

Vaccination

Vaccination is the best precaution we have against COVID-19 transmission, variant spread, and severe illness, hospitalization and death due to COVID-19. Anoka Technical College and Anoka-Ramsey Community College do not require faculty, students, or staff to be vaccinated; however, campus community members are **highly encouraged** to complete a COVID-19 vaccination series as soon as possible. Those who are fully vaccinated are at far lower risk of contracting the virus and of experiencing severe illness. “Fully vaccinated” means at least 14 days after receiving the second dose of the Pfizer or Moderna vaccine, or at least 14 days after receiving the single dose of the Johnson and Johnson vaccine.

Information, data, and guidance for COVID-19 vaccine in Minnesota can be found at <https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html>. Individuals can also find vaccine locations and access the Vaccine Connector tool at [State of Minnesota: COVID-19 Vaccinations](#). The colleges may partner with county or health care entities to provide COVID-19 vaccination clinics at Anoka Tech and Anoka-Ramsey campus locations, and will share information about these opportunities with students and employees.

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

Purpose: This section provides a framework for self-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 include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings, events, activities, athletics, and performances.

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

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

These activities have been coordinated in consultation with the Minnesota Department of Health. Employees and students should self-monitor for signs and symptoms of COVID-19, whether or not they are fully vaccinated.

The following procedures are being used to screen individuals 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) when they feel sick or have COVID-19 symptoms, such as fever, cough, shortness of breath, chills, fatigue, new congestion or runny nose, nausea/vomiting, headache, muscle pain, sore throat, or loss of taste or smell.

Reporting to your primary healthcare provider is advisable, and in some cases you may be asked to by your healthcare provider to get tested for COVID-19. Other means of notification include the **Minnesota COVID-19 helpline at 651-297-1304 or 1-800-657-3504**, websites, County Public Health or MDH. If you are sick, staying home is important; but always follow-up with your healthcare provider for guidance.

Contact Public Safety at COVID19.Health@anokaramsey.edu or COVID19.Health@anokatech.edu if you test positive for COVID-19, a student reports a positive test to you, you have knowledge of a potential exposure on campus, or if you have questions on self-monitoring or reporting. If you know of a potential exposure in a classroom setting or at an organized event, contact your dean or supervisor, in addition to Public Safety.

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 and are not vaccinated (or are otherwise recommended to quarantine). 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:

1. 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 for 14 days for any symptoms of COVID-19. If you are not fully vaccinated, 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 14 days¹. Employees should contact HR, and students should contact Public Safety. Whether or not you are fully vaccinated, if you become sick (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell), stay home and contact your healthcare provider for further guidance.

2. 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 your health care provider told you that you have COVID-19 (based on a lab test or symptoms).
 - Stay home; isolate – this is true whether or not you have been fully-vaccinated.
 - 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. If you have COVID-19, but no symptoms, stay home for at least 10 days from your last positive test.
 - Continue to work from home if you can.
 - If you have a positive COVID-19 test or diagnosis, contact your supervisor (employees) and Public Safety (for students).

Employee guidelines for returning to the workplace: Notify your supervisor and determine work options. Follow isolation guidance above.

Step 2: Complete self-screening checklist prior to entering campus buildings. All individuals entering campus must review self-screening checklist prior to entry. Health screening questions will be posted at entry, along with directives to not enter the building if you are sick, or have symptoms of COVID-19. It is the responsibility of individuals coming to campus to review these questions and to not enter campus if their answers direct them to stay home.

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.

¹ While the CDC updated quarantine guidance in [Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing](#), Anoka-Ramsey Community College and Anoka Technical College continue to use the 14-day quarantine period recommended as optimal by CDC and MDH for unvaccinated individuals.

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

- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
- Monitor their health, and report any COVID-related symptoms to their faculty or supervisor, and seek medical attention as symptoms warrant.
- If you wear a cloth face covering, wash it often. This is especially important after any tactical training exercises that involve direct 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 direct questions on PPE, disinfecting materials or cleaning schedules to facilities.

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. The Minnesota COVID-19 helpline (**651-297-1304 or 1-800-657-3504**) and guidance to contact their individual healthcare provider will be provided for any health concerns/questions related to symptoms.

Data practices and privacy 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](#)

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](#)

Handwashing

Basic infection prevention measures are being implemented at our campuses at all times. Individuals should 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 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, the **Minnesota COVID-19 helpline at 651-297-1304 or 1-800-657-3504** will be shared 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

Individuals who are not vaccinated still risk getting and spreading COVID-19, and should wear a mask, and maintain social distance from others. Individuals who are vaccinated do not need to wear a mask, but may wish to wear one, and are welcome to do so. Public Safety has masks available to faculty and staff upon request.

Face coverings are still required for all individuals:

- On buses, trains, trolleys, subways, ride-shares, maritime transportation, air travel, and other public transportation. Visit [CDC: Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs](#).
- In many health care settings, including long-term care, in some private businesses; those participating in college business off-site should check for site-specific rules.

MDH and CDC recommend that all individuals, whether or not they are vaccinated, wear face coverings in the following situations:

- **In settings where there is a high risk of COVID-19 spread or complications from COVID-19 infection such as health care settings, homeless shelters, and correctional facilities.**
- **For people who have symptoms of COVID-19, or who are immunocompromised.**

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

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.

Resources

- Minnesota Department of Health Coronavirus Disease 2019 (COVID-19) (<https://www.health.state.mn.us/diseases/coronavirus/index.html>)
- [Minnesota State COVID-19 Resources](#)
- 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>)



cloth-face-covering.pdf



cloth-face-covering-s-information.pdf

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

Social distancing

Social distancing remains an important precaution for mitigating transmission of COVID-19. Where possible on campus, social distancing will be encouraged through the following engineering and administrative controls:

- Employees and students will be reminded on access control measures, for safety and security.
- Employees and students are asked to maintain distance between colleagues and visitors, where feasible.
- Flow plans will include signage for foot traffic to **stay to the right** in hallways and corridors.
- Seating arrangements will be adjusted to promote extra spacing, where possible. Faculty are encouraged to assign seats and/or partners to aid in contact tracing, if necessary.
- Meeting hosts are encouraged to consider conducting meetings virtually.
- Remind team members and students to honor posted signage for closed-off areas on campus.
- 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.

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. The colleges will follow the CDC recommendations on cleaning and disinfection.



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 CLEANING/DISINFECTING

- Cleaning supplies for wipe downs will be provided as needed in classrooms for voluntary use by faculty and students, 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.

CONFIRMED COVID-19 CASE 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), requiring them to follow quarantine guidelines from MDH. In many cases, those who are fully-vaccinated will not need to quarantine. MDH is the lead agency for confirmed cases of COVID-19, and they enact contact tracing and investigation of confirmed cases. Reports of a confirmed case of COVID-19 should be made to

supervisors and to Public Safety at COVID19.Health@anokaramsey.edu or COVID19.Health@anokatech.edu.

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 when necessary.

In addition, MDH will partner with the college on:

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

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

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, with decisions being made in consideration of MDH's [Recommendations for Different Scenarios of COVID-19 Transmission Among Higher Education Institutions](#). 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. 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.

8.5.20 Updated to include Minnesota COVID Helpline number and MDH quarantine guidance, clarify reporting language, and add designated entry locations.

12.17.20 Added references to recent executive orders and updated MDH guidance, footnote on continuing 14-day quarantine for close contacts, updated building access and hours, and minor language edits.

6.15.21 Updated to reflect lifting of most Executive Order restrictions/requirements, including mask wearing. Added additional vaccination information and aligned plan with newly-issued MDH guidelines and recommendations for higher education institutions.

7.9.21 Updates in alignment with the expiration of peacetime emergency declaration and remaining Executive Order requirements; removed references to COVID leave policy and requirement to fill out safety plan for on-campus courses, replaced relevant Executive Orders with links to MDH guidance documents; other technical updates and edits.

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

General

www.cdc.gov/coronavirus/2019-nCoV

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

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>

www.osha.gov

www.dli.mn.gov

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Links to MDH Higher Education Guidance Documents:

<https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html>

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

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

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

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

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

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

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

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

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

APPENDIX B - STUDENT ACCESS FOR REOPENING

ARCC CAMBRIDGE

Access through Door 1 (Main Entrance) See [Building and Service Hours](#)

ARCC COON RAPIDS

Access through Door 1 (North Parking Lot) or Performing Arts Center

See [Building and Service Hours](#)

ATC

Access through:

- Door E1 (main entrance facing east parking lot)
- Door S3 (south side, mid-way, facing Hwy 10, leads into cafeteria)

See [Building and Service Hours](#)