



Version 13 document date: August 2022

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 [*COVID-19 Response Toolkit for Institutions of Higher Education*](#). While there is currently no peacetime emergency declaration or emergency order in place, guidance documents from MDH and local public health agencies will continue to inform the colleges' response to the pandemic, where applicable and practicable. The colleges also conform to COVID-19 mitigation requirements set by Minnesota Management and Budget (MMB) and the Minnesota State Colleges and Universities System (Minn State).

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 this Preparedness Plan and use its health and safety guidance to inform planning for their respective courses, services, activities, and events. The Interim 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, events, or activities on campus.



Version 13 document date: August 2022

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;
- Masking/Face Coverings;
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Guidance for exposed 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

Staying up-to-date on all COVID-19 vaccinations and boosters remains the best precaution we have against severe illness, hospitalization and death due to COVID-19, as well as providing some protection against virus transmission and variant spread. COVID-19 vaccines and boosters are not currently required for employees or students, though some students may be required by external entities to be vaccinated and/or boosted (e.g. clinical sites). All employees and students are **highly encouraged** to complete the COVID-19 vaccination series as soon as possible, including booster doses when eligible. Those who are up-to-date with COVID-19 vaccinations are at lower risk of contracting the virus and at far lower risk of experiencing severe illness, hospitalization or death. “Up-to-date” means fully-vaccinated **and** having received one or more booster dose when eligible (for most individuals, this is 5 months after completing the initial vaccine series, and again 4 months after a first booster for those over 50). “Fully vaccinated” means at least 14 days after receiving the second dose of the Pfizer, Moderna, or Novavax vaccine, or at least 14 days after receiving the single dose of the Johnson and Johnson vaccine. Booster doses of Pfizer and Moderna are available to fully-vaccinated individuals ages 5 years and up, who are least five months out from their second dose of Pfizer or Moderna, or at least two months out from their single Johnson and Johnson dose. A second booster dose of Pfizer or Moderna is also recommended for anyone over age 50 who are at least four months out from their first booster dose.

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



Version 13 document date: August 2022

vaccination or booster 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. 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.

Step 2: Reporting COVID-19 Cases and Exposure



Version 13 document date: August 2022

Contact Public Safety at COVID19.Health@anokaramsey.edu or COVID19.Health@anokatech.edu if:

- You or someone in your household tests positive for COVID-19 ((In this case, **contact your dean or supervisor, in addition to Public Safety**);
- A student reports a positive test to you;
- You have knowledge of a potential exposure on campus;
- You know of a potential exposure in a classroom setting or at an organized event (In this case, **contact your dean or supervisor, in addition to Public Safety**); **OR**
- You have questions on self-monitoring or reporting.

Confirmed cases of COVID-19 **MUST** be reported to Public Safety, as the college is required to report aggregate cases of COVID-19 to the Minn State COVID-19 Dashboard, and to the Minnesota Department of Health (MDH) on a weekly basis.

Definitions/general guidance:

Exposure: When someone is not sick, but was in close contact with someone with COVID-19, including someone who lives in their household. Individuals who are exposed to COVID-19 can spread the disease to others if they become infected, which can occur up to 10 days from exposure. Individuals who are exposed to COVID-19 should take precautions to prevent passing the virus to others, including masking, testing, and self-monitoring for symptoms.

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 exposed to someone with confirmed COVID-19 (like a person in your household or a colleague on campus), but you are NOT sick. Wear a high-quality mask anytime you are around others in your home or in public indoor settings (including campus) for 10 days after exposure, self-monitor for 14 days for any symptoms of COVID-19, and test at least 5 days after exposure, whether or not you are vaccinated. Employees and students should contact Public Safety for reporting, follow-up and guidance on duration and conditions of precautions due to an exposure. Employees should also work with their supervisor and HR or any additional precautions that may be reasonable given the circumstances. Whether or not you are fully-vaccinated, if you become sick (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat,

Version 13 document date: August 2022

or loss of taste or smell), stay home and test for COVID-19 or 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 (use a separate bathroom if possible, wear a high-quality mask, do not share anything (e.g. utensils, phone) and stay at home for at least: 5 days, and for 24 hours with no fever (without fever reducing medicine) and improvement symptoms, whichever is longer. If you have COVID-19, but no symptoms, stay home for at least 5 days from your last positive test. In some cases, individuals should isolate through Day 10. The college highly encourages employees and students to test negative on a rapid antigen test prior to ending isolation, and remaining in isolation if they continue to test positive on a rapid test. Public Safety will advise individuals on when to end isolation on a case-by-case basis.
 - Work from home if you can.
 - If you have a positive COVID-19 test or diagnosis, contact your supervisor (employees) and Public Safety (for both employees and students). Notify any close contacts you were with in the 48 hours prior to symptoms or a positive test.
 - Following isolation, wear a high-quality mask anytime you are around others in your home or in public indoor settings (including campus) through Day 10.

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

Step 3: 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.



Version 13 document date: August 2022

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.

Step 4. 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.

Step 5: Classroom/Lab/Work centers. 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 6: 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, get tested for COVID-19, and to contact their healthcare provider for questions/concerns related to their symptoms.

Student. When symptoms are apparent with a student while on campus, or a student self-reports they are sick with symptoms while on campus, 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.



Version 13 document date: August 2022

The guidance above applies to employees or students who become ill while on campus; if a student reports a positive COVID-19 test or confirmed case to you, report the case to Public Safety at COVID19.Health@anokaramsey.edu or COVID19.Health@anokatech.edu. (See Step 2: Reporting COVID-19 Cases and Exposure, above on page 3 for more information on reporting).

Data practices and privacy considerations apply 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.

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

Version 13 document date: August 2022

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

Individuals should 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

In alignment with recommendations and guidelines from the CDC, MDH, and the Minnesota State Colleges and Universities System, masks are optional on the Anoka-Ramsey and Anoka Tech campuses. Choosing whether or not to wear a mask is an individual decision, and those who are immunocompromised or at high-risk for serious illness are encouraged to consult with their medical provider about whether or not to wear a mask on campus. This mask policy may change if the community level shifts into the “high” category, or in the case of new guidance from the CDC, MDH, or the Minnesota State System Office.

Per CDC guidance, in some cases individuals will be directed to wear a mask on campus for a period of time if they are ending isolation after a case of COVID-19 or have been recently exposed to someone with COVID-19.

In an effort to ensure access to high-quality masks for those who want them, Public Safety has high-filtration masks available upon request at campus Public Safety offices. If choosing to wear a mask, per CDC guidelines, face coverings should:

- Fit snugly but comfortably
- Completely cover the nose and mouth

Version 13 document date: August 2022

- Be secured with headbands, ties or ear loops
- Allow for breathing without restriction

For more information on types of masks and respirators, see the [CDC guidance](#).

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>)

[CDC guidance on masks](#)

[MDH guidance on masks](#)

Increasing space and distance between individuals

The CDC recommends keeping distance between individuals where practicable as an additional prevention action, especially in times of medium or high CDC Community Level. When practicable, distancing will be encouraged through the following engineering and administrative controls:

- Employees and students will be reminded of any access control measures, for safety and security.
- Meeting hosts are highly-encouraged to conduct meetings virtually.
- 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.
- Public Safety will provide masks to all faculty and staff by request.
- Additional distancing measures may be put in place based on changing CDC Community Levels or guidance from the CDC or MDH.

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.

Version 13 document date: August 2022

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 employees and students if they have been exposed to a person with COVID-19 on campus, requiring them to take additional precautions. MDH is the lead agency for confirmed cases of COVID-19. 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.

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

[HIPAA link](#)



Version 13 document date: August 2022

Cluster Management/Surge Planning

In the case of a cluster of three or more COVID-19 cases within 14 days that are linked to an activity on campus or campus event, or determined infectious on campus, that impact the college community, the colleges will work with MDH on an appropriate response based on the circumstances of the cluster.

Communications and Training

This Plan was 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 effectively the program has been implemented through communication with team members and students through supervisors and instructors. 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".

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.

Version 13 document date: August 2022

- 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.*
- 8.2.21 Updated to reinstate mask requirement for all individuals in all campus buildings, per change in CDC, MDH, and Minn State guidance/requirements. Deleted reference to 15 minutes as measure of close contact. Removed references to “cloth” as the preferred/assumed face covering/mask.*
- 8.17.21 Updated to reflect MMB vaccination requirement for employees, add references to MMB policies on vaccination and masking; add MMB and Minn State requirements to list of agencies college follows in COVID-19 response; added “Step 2” on reporting to clarify when and how employees report COVID-19 cases, added requirement of assigned seating in classrooms; other minor clarifying language changes.*
- 1.10.22 Updated to add limited student vaccination requirement; reinstate requirement for approval of certain in-person extracurricular event/activities; clarify isolation and quarantine language; remove appendix on entry doors; remove and/or replace broken links.*



Version 13 document date: August 2022

3.4.22 Updated to reflect the rescinding of the mask policy at the colleges, and to clarify language and update broken or updated links.

8.29.22 Updated to reflect new CDC and MDH guidance, and to clarify language and update links.



Version 13 document date: August 2022

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.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>

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

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

Version 13 document date: August 2022

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
Hand Sanitizer.pdf