

DCTC COVID-19 Back-to-Campus Preparedness Plan

Dakota County Technical College (DCTC) is committed to providing a safe and healthy environment for our students, employees, and community members. To ensure this, we continue to update this Back-to-Campus Preparedness Plan following the latest guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), federal COVID-19 OSHA standards, and Governor Tim Walz's executive orders, including [Executive Order 20-40, Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces](#) and [Executive Order 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19](#).

DCTC will continue to use distance learning and support services where we can, and to encourage our non-essential employees to work remotely until federal and state guidance changes. Our goal is to continue our educational mission while mitigating the potential for transmission of COVID-19 on our campus. To that end, campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan.

The following components are addressed in this Plan:

- Mandatory face masks or face covering;
- COVID Self-Assessment Health Screening Questionnaire;
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;

- Communications and training for managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

Mandatory Face Mask or Face Covering

Pursuant to [Executive Order 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19](#), as of Saturday, July 25, 2020, Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and related industry guidance, available at the Stay Safe Minnesota website (staysafe.mn.gov).

Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandana, or a religious face covering. The face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.

Executive Order 20-81 also identifies a number of situations where a face covering may be temporarily removed, such as when a worker is working alone (for example, when in a closed office, a cubicle with walls above face height when social distancing is maintained, or other enclosed space with no other individuals present). In

addition, if employee or student cannot wear a face covering due to a medical condition, mental health condition, or disability, a business must provide an accommodation to the worker if possible.

Additional face mask information can be found at <https://www.dctc.edu/DCTC/assets/File/pdf/support-services/coronavirus/2020-07-24-Face-Mask-Operating-Instructions.pdf>.

Screening and Policies for Those Exhibiting Signs and Symptoms of COVID-19

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

COVID Self-Assessment Health Screening Tool

To protect the health and safety of students and employees from the direct threat resulting from the spread of COVID-19 in the workplace to the extent reasonably possible, DCTC is requiring mandatory screening of all employees, students, contractors, and visitors prior to entering campus buildings for potential exposure to COVID-19 and symptoms of COVID-19.

Online COVID Self-Assessment Health Screening Questionnaire

Effective August 10, 2020, a new online COVID Self-Assessment Health Screening Questionnaire was deployed for all employees, students, and visitors. It is recommended that the Health Screening Questionnaire be completed prior to arriving on the DCTC campus. The Health Screening Questionnaire can be found at minnstate.edu/CV19-DCTC or by accessing the QR code provided on the [DCTC COVID website](#). The QR code will also be posted at DCTC building entrances. DCTC entrances will also have a tablet kiosk available to complete the online form, as well as paper copies, inside entrances for student, employee and visitor use if needed.

The Health Screening Questionnaire should take less than two minutes to complete. After completing the online form, you will receive an email approving your visit if you report no symptoms or exposure to COVID-19. Retain the email for verification purposes as you may be required to show this approval email while on campus.

If you report symptoms, have been in contact with a person with COVID, or have been contacted by the Dept. of Health, because of exposure to COVID, you will get a response on the online form that states that you are not authorized to come to campus for classes or work. You will *not* receive an email in this instance. Do not come to campus and follow safety protocol and health guidance.

Additional Operating Instructions, screen shots and FAQs are on the [DCTC COVID website](#).

Compliance

Employees who refuse to complete the screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status. Employees who complete but do not pass the health screening are not authorized to enter the workplace and must report to their supervisor using their regular call-in procedure. Please see the [COVID Self-Assessment Health Screening Operating Instructions on the DCTC COVID website](#) for

more information regarding telework, accrued sick leave, unpaid medical leave, and COVID-19 Leave options. Human Resources should be contacted with any leave questions.

Students will not be permitted to enter campus buildings if they do not complete and pass the screening. Students who refuse to complete the screening and persist in entering campus buildings may be subject to the DCTC student code of conduct and may be removed from campus.

Employees, students and visitors may need to show the approval email if requested by campus administration.

Tennessee Notice

The Health Screening Tool provides the required Tennessee Notice.

Confidentiality of Private Data

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee's individual personnel file, or in a student's official academic records. Health-related information gathered from the health screening will be maintained for at least one year.

Questions

Any Health Screening questions can be directed to COVID@dctc.edu.

Additional Health Questionnaire Information

Students, employees, and visitors coming to the DCTC campus, even for a short duration, will be subject to the daily health questionnaire prior to face-to-face interactions.

- A designated employee may cover the health questionnaire with students in all classroom/lab settings/athletic fields or ensure passage as a result of completing the online questionnaire.
- A designated employee may conduct the health questionnaire for prospective students or those using the open computer lab or ensure passage as a result of completing the online questionnaire.
- A designated employee may conduct the health questionnaire with employees daily who are required to work on campus or ensure passage as a result of completing the online questionnaire. Employees must have the Tennessee Warning provided to them prior to the Health Questionnaire.

Each student, employee, and guest will be asked if they are experiencing ANY of the following symptoms each time they enter campus. The questionnaire may be delivered via a web-based or a paper form.

- Cough – New or worsening
- Shortness of Breath – New or worsening
- OR any of the following symptoms:
 - Temperature/fever of 100.4 degrees Fahrenheit or above
 - Chills
 - Headache
 - Sore throat
 - Muscle pain
 - Loss of taste or smell

- Vomiting or diarrhea

If all three of the above are *no*, the individual can enter campus including athletic fields. The individual will be required to wash or sanitize their hands prior to having any contact with others on campus.

If any of the above are *yes*, the individual will NOT be allowed to enter or participate in any on-campus activities including athletic programming and will be asked to return home. These individuals should then stay home until:

- They have had no fever for at least 24 hours (without the use of fever-reducing medications) AND
- Other symptoms have improved (e.g. cough or shortness of breath has improved) AND
- At least 10 days have passed since their symptoms first appeared.

DCTC follows MDH and local health department guidance on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the recommended amount of time.

Confirmed Case of COVID-19

If an employee or student has tested positive for the virus with medical testing, they need to stay home and self-quarantine for 14 days. This includes staying separated from other household members as much as possible. Employees must also report their situation to their supervisor. Students should report their situation to the Associate Vice President of Student Affairs, Anne Johnson at 651-423-8281 or anne.johnson@dctc.edu.

If an employee contacts a supervisor or a student contacts a faculty or other college employee stating that they have a confirmed case of COVID-19, the college employee should ask the following questions:

- *When was the last time you were on campus?*
- *What buildings/offices/rooms/restrooms were you in (be specific as possible)?*
- *How was your case diagnosed? Was your case confirmed with a lab test or was it diagnosed by a virtual/video medical consult?*
- *What date did you start feeling symptoms?*

When a case has been confirmed, MDH is notified, and they will follow up to see who else might have been exposed and to conduct any necessary contact tracing. The college may need to do their own contact tracing to assess quickly whether an individual in class or in an activity had any close contact with others or when there is a need to quickly assess wrap-around services.

Suspected Case of COVID-19

The MDH has issued guidance for people who are starting to experience symptoms or who live in the same household as someone who thinks they have COVID-19:

- If you experience symptoms, stay home and self-isolate for whichever time period is longer: 14 days **or** 3 consecutive days with no fever **AND** improved respiratory symptoms. You must be fever-free **WITHOUT** the use of Tylenol, aspirin or other fever-reducing medicines.
- Seek medical attention by calling your provider before going in and follow social distancing protocols. You are encouraged to contact your supervisor or instructor.

Any employee, student, or guest who is on campus including athletic fields at DCTC and reports that they are sick or experiencing symptoms while they are on campus, will be **isolated in a dedicated workplace area** (e.g., nurse's office) until they can return home.

- Facilities will properly sanitize and clean all campus areas occupied by a sick or symptomatic employee, student, or guest following CDC and MDH cleaning protocols.
- Facilities will provide targeted disinfection to community areas, such as point of entry, restrooms, break areas/cafeterias, etc. where the infected employee, student, or guest was present.
- Supervisors or college employees will sanitize the immediate workstation or area of the employee, student, or guest who was sent home. If the supervisor or college employee responsible for cleaning is in a high-risk category, facilities will assist.
- Facilities will provide an additional cycle of disinfection to public areas where the person may have visited. This is in addition to enhanced cleanings already taking place and with the increased fresh air intake in building ventilation systems, which are now operating according to CDC guidelines.

Screening Guidance for In-Person Activities

- Prior to the scheduling of any on-campus meeting, event, or student service activity, the person convening the event must complete the following planning checklist and submit it to their supervisor in writing:
 - *Is there an effective way to offer this event remotely?*
 - *How many people will be attending the event?*
 - *Who will be responsible for providing participants with the daily health questionnaire (see below)?*
 - *How will physical distancing of six feet be maintained during this event?*
 - *What cleaning will be required during and after this event?*
- Supervisors will retain checklists for events, classes, gatherings, or student activities happening in their areas. Supervisor approval is required before the publication or promotion of any on-campus activity. The supervisor will communicate the event to appropriate leaders to ensure we have enough staffing to manage the entrance(s), health questionnaire administration/passage, and face mask wearing. This communication will occur prior to publication or promotion.

Protection of Workers' Health Information

Employee and student health information is protected under FERPA and HIPAA privacy rules. If an employee is confirmed to have COVID-19 infection, the CDC advises that employers should inform fellow employees of their possible exposure WHILE maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

To comply with the ADA and other laws that require confidentiality of medical data, agencies may not specifically disclose the identity of the infected person or provide any information that will allow others to identify the infected person, or provide any other confidential medical information.

Leave Policies Related to COVID-19

In alignment with Minnesota State and Minnesota Management and Budget (MMB), DCTC has 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.

Human Resources contacts any employee who is using any of the COVID-19 codes and provides instructions on submitting a Paid COVID-19 Leave Request Form. DCTC continues to follow the Governor's Executive Order, and for employees who can't telework or be reassigned or redeployed, paid COVID-19 Leave is available.

REVISED COVID-19 PAID LEAVE POLICY #1440

The revised COVID-19 Paid Leave Policy #1440 is based on the Emergency Sick Leave provision of the Families First Corona Virus Response Act (FFCRA). This new COVID-19 Paid Leave Policy provides every employee with a bank of 80 hours of paid leave that is available in the following circumstances:

- i. **School Leave.** Paid leave is available to employees who must be absent from work to care for the employee's child whose regular school or place of care has physically closed, or whose child care provider is unavailable due to reasons related to COVID-19 and there is no other suitable person available to care for the child. This leave is very similar to the existing school leave. Employees are expected to telework if possible and telework is available.
- ii. **Health Leave.** Paid leave is available to employees who must be absent from work because the employee is presenting symptoms associated with COVID-19 and is seeking a medical diagnosis of the same, had been advised by health care provided to self-quarantine or is subject to a quarantine order.
- iii. **Care Leave.** Paid leave is available for an employee who is providing care to an individual who depends on the employee for care and the individual has been advised by a health care provider to self-quarantine based on the healthcare provider's belief the individual has COVID-19, may have COVID-19 due to known exposure or symptoms, is particularly vulnerable to COVID-19, or is subject to quarantine order. An individual is defined as an immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates the expectation that the employee would provide care if he/she were quarantined or self-quarantined.

There are some important differences in the amount of benefit available under the new COVID-19 Paid Leave Policy. Here are the benefits:

- i. **School Leave** will be compensated at 2/3 the employee's regular rate of pay with a daily cap of \$200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time.
- ii. **Health Leave** will be compensated at the employee's regular rate of pay, but limited to daily cap of \$511. Employees are permitted to supplement their normal salary above the daily cap with accrued sick leave for sick leave qualifying conditions, accrued vacation time or accrued compensatory time.
- iii. **Care Leave** will be compensated at 2/3 the employee's regular rate of pay with a daily cap of \$200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time, or with accrued sick leave if the reason for the leave qualifies for use of sick leave under Minn. Stat. §181.9413.

Total available paid leave time under the revised COVID-19 Paid Leave Policy #1440 is 80 hours for all forms of leave combined.

EXPANDED FMLA FOR COVID-19 RELATED SCHOOL/CHILD CARE (EFMLA) #1441

The new Expanded FMLA COVID-19 Leave Policy (EFMLA Policy) #1441 provides up to 12 weeks of Family Medical Leave Act (FMLA) protected leave for employees who must be absent from work to care for the employee's child whose regular school or place of care has physically closed, or whose child care provider is unavailable due to reasons related to COVID-19 and there is no other suitable person available to care for the child. The EFMLA Policy provides for up to 10 weeks of partially paid leave. The first two weeks of leave under the EFMLA Policy are unpaid

(but employees may be eligible for the emergency sick leave benefit under the revised COVID-19 Paid Leave Policy #1440 for this two-week period).

Compensation under the EFMLA Policy #1441 is as follows:

- i. The first two weeks EFMLA leave are unpaid. (Note: employees may be eligible for the emergency sick leave benefit under the revised COVID-19 Paid Leave Policy #1440 for this two-week period).
- ii. Subsequent EFMLA leave will be compensated at 2/3 the employee's regular rate of pay with a daily cap of \$200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time.

The use of EFMLA will run concurrently with FMLA and will be counted against the employee's regular FMLA leave balance.

Both the revised COVID-19 Paid Leave Policy #1440 and the EFMLA COVID-19 Leave Policy #1441 expire on December 31, 2020.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employee and student health information is protected under FERPA and HIPAA privacy rules. If an employee is confirmed to have COVID-19 infection, the CDC advises that employers should inform fellow employees of their possible exposure WHILE maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

To comply with the ADA and other laws that require confidentiality of medical data, agencies may not specifically disclose the identity of the infected person or provide any information that will allow others to identify the infected person, or provide any other confidential medical information.

RESOURCE LINKS AND ATTACHMENTS:

- Revised COVID-19 Paid Leave Policy #1440, <https://mn.gov/mmb-stat/policies/1440-covid-19-leave-policy.pdf>
- New Expanded FMLA COVID-19 Leave Policy #1441, <https://mn.gov/mmb-stat/policies/1441-efmla-policy.pdf>
- Minnesota State COVID-19 Resources site, <https://www.minnstate.edu/coronavirus/>

Handwashing and Prevention Etiquette Protocols

DCTC has reconfigured college spaces and expects handwashing basic infection prevention measures for all employees, guests, and students.

Reconfiguring College Spaces

- Facilities management will ensure that necessary handwashing and/or sanitizer facilities will be provided and maintained according to CDC and MDH policies. These stations have been installed across campus for public use. Sinks with soap and hand sanitizer will also be available inside frequently used spaces around campus including classrooms and labs.
- Signs will be posted throughout the campus to remind the community of the importance of rigorous, frequent handwashing with soap and water for a minimum of 20 seconds.
- All work and classroom places have hand-sanitizer dispensers, and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

Expectation of Handwashing Infection Prevention

- Every person that enters the campus including athletic fields will be expected to use hand sanitizer at the check-in station(s) located inside the main entrance or other access points to the college/athletic fields.
- Every person that enters the campus is 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 toilet.
- If soap and water are not readily available, the use of hand sanitizer will be expected of each person after interactions with other people or objects.
- Employees will be allowed to perform handwashing to meet health and safety precautions.

Additional Resources

The DCTC COVID-19 website at <https://www.dctc.edu/support-services/health-services/coronavirus/health-resources/> lists resources on how students, faculty, and employees can take action to prevent the spread of Coronavirus:

- Wear a face mask or face covering;
- Maintain social distance of 6 feet as much as possible;
- Wash hands thoroughly with soap and water;
- Cough and sneeze into your sleeve or tissue; and
- Take precautions recommended for avoiding colds and flu.

The DCTC COVID-19 website also lists additional health resources with links to the MDH, CDC and more at <https://www.dctc.edu/support-services/health-services/coronavirus/health-resources/>.

Additional health services can be found on the DCTC COVID-19 website at <https://www.dctc.edu/support-services/health-services/>.

Respiratory Etiquette

DCTC has reconfigured college spaces and expects respiratory etiquette for infection prevention for all employees, students, and guests.

Reconfiguring College Spaces

- Respiratory etiquette will be demonstrated via signage throughout campus as well as on the DCTC COVID-19 website at <https://www.dctc.edu/support-services/health-services/coronavirus/>.
- Tissues and trash receptacles will be made available in work and classroom spaces.

Expectation of Respiratory Etiquette for Infection Prevention

- In addition to wearing a mask, employees, students, and guests should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and 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.
- A mask or cloth face covering is required (Governor's EO 20-81) for all employees, students, and guests while on the campus including athletic fields. Social distancing and a mask/face covering is required. Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- In addition to wearing a mask or cloth face covering, you need to also wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A mask of cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

Social Distancing

DCTC will promote, encourage and expect all campus community members to follow the MDH Health and the CDC guidelines related to social distancing. Social distancing is being implemented on campus through the following engineering and administrative controls:

Reconfiguring College Spaces

- State vehicles will only be signed out to single occupants. Wipes will be placed in all state vehicles and the driver will be responsible for wiping the vehicle down following use and disposing of wipes properly.
- Social distancing signage, markings and instructions for employees, guests, and students are posted at the college entrances, on elevators and bathroom doors, and in campus hallways.
- Plexiglass guard barriers have been installed in workstations and public areas that have a customer service function (e.g., Admissions, Enrollment and Advising, Financial Aid, Tutoring; Business Services).
- In those areas that provide a customer service function, (e.g., Student Affairs and Business Services), physical workplace areas have been changed to allow for increased distance between workstations.
- Employees on-site have personal workstations and personal pens, phones, computer equipment, desks, cubicles, offices or other personal work tools and equipment that will not be shared.

Expectation of Social Distancing for Infection Prevention

- Employees that can work remotely should continue to do so.
- Instruction that can be delivered remotely should continue to do so.
- Employees will be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
- Employees should consider the necessity of the visit. If a visit is necessary, they should select a time that limits the number of employees, students, and guests on campus at the same time.
- Employees, students, and guests are asked to maintain six feet of distance between one another.
- Employees should be aware of and avoid crowded spaces including breakrooms or lunchroom, elevators, and restrooms.
- In-person meetings should be extremely limited. Meetings or gatherings of greater than 25 should be done virtually.
- Masks or cloth face coverings are required in addition to maintaining social distancing.
- Facilities staff, campus leadership and administrators will monitor and ensure that building and athletic field occupancy requirements are managed appropriately to allow for adequate social distancing in public spaces, classrooms and common areas.

- Employees must abide by MMB health and safety hygiene practices to prevent the transmission of COVID-19.
- Personal protective equipment (PPE) like masks and gloves may be provided to employees, students, or guests on an as-needed, limited basis depending on defined program needs and classroom requirements.

Housekeeping

Shared Cleaning & Disinfecting Responsibility for Classrooms, Labs, and Work Areas

DCTC expects all campus community members to follow the MDH and CDC guidelines related to cleaning and disinfecting campus areas. This includes, but is not limited to the following:

- Employees who are required to be on campus including athletic fields will be responsible for frequent scheduled cleaning and disinfecting of high touch areas, tools, and equipment during the course of the day. Questions regarding the use of cleaning supplies or recommended guidelines for disinfecting surfaces should be directed to Facilities. High touch areas include workstations, labs, classrooms, conference rooms, and any student facing customer service areas.
- Requests for cleaning and disinfecting supplies should be directed through supervisors who will work with the campus Facilities Department; no outside cleaning supplies are permitted on campus.
- Facilities staff will have a “roving team” that will be regularly disinfecting all high touch public areas during the course of the business day including but not limited to railings, public printers, vending machines, restrooms, doors, elevators, and other common areas.
- Facilities will follow a rigorous and consistent protocol for all cleaning. Their daily cleaning routine includes all common areas, conference rooms, and used labs and classrooms at the end of each business day.
- Controlled air handlers have been set to bring in more outside air while also maintaining comfort.
- Cleaning and safety protocols will also be maintained at any additional off-campus facilities that DCTC may rent (e.g., Vet Tech program).

Completion of Workday and/or Classroom Lab Instruction

At the conclusion of in-person, face-to-face activities, supervisors, students, and/or instructors are responsible to:

- Wipe down any surfaces they may have touched.
- Monitor their health and report any changes to their instructor or supervisor, particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

Guidance for Resuming In-Person Instruction and Space Rental

In line with guidance from the CDC, MDH and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue to practice social distancing, require masks, complete the required self-assessment health questionnaire, implement or continue cleaning protocols, and provide clear communication to students, employees, and guests about what will be required to participate in any in-person instruction.

Any college program classroom or outdoor space such as athletic fields that provides face-to-face learning will have social distancing requirements posted, and faculty will instruct students on social distancing requirements. Students will maintain a minimum distance of 6 feet apart and a mask or face covering must be worn. Only groups of 25 or fewer will be allowed in a classroom at one time. Study groups should also be kept small and never larger than 10 individuals.

In general, all students, employees, and guests are expected to:

- Stay at home if they are sick or not feeling well and practice stated health and safety practices.
- Practice social distancing by keeping at least 6 feet of space between people.
- Recognize that only groups of 25 or fewer will be allowed in a classroom at one time.
- Clean and disinfect frequently touched surfaces.
- Wear cloth face covering or other face covering such as clear face mask or face shield.
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath.

In-Person Instruction Guidelines

- Academic Deans will be the primary COVID-19 contact for programs/departments to answer questions and make determinations about any symptoms that may prevent a student from attending in-person.
- Faculty will work with the academic dean to develop procedures for returning to campus that meet the expectations of the *DCTC COVID-19 Back-to-Campus Preparedness Plan*. They will continue to check in with their dean as they monitor the safety of their classroom or lab environment.
- Deans should communicate clearly to students and faculty about the necessity of following the identified protocols to ensure individual and class health and safety.
 - Follow MDH guidelines for screening students and faculty for COVID-19 symptoms (see screening section).
 - Wear face masks or face covering.
 - Keep class sizes small; never more than 25 including faculty and students.
 - Use larger classrooms when feasible.
 - Arrange classroom furniture and equipment to allow for more space between students.
 - If students need to work in pairs or in small groups, make the pairings consistent for the duration of the in-person coursework to minimize contact with multiple individuals.
 - Have multiple time slots for a class; split up and stagger sessions.
 - Have multiple venues for one class.
 - Explore hosting classes outdoors, when possible.
 - Instruct all involved, students, faculty, staff and others, to wash their hands, cover their coughs and practice social distancing.
 - Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
 - Instruct all involved, students, faculty, staff and others, to wipe down frequently touched surfaces including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc.
 - Direct all to wash or sanitize hands after session.
 - Require faculty and students wear cloth or clear face coverings or face shield and maintain social distancing requirements.
- At the conclusion of in-person, face-to-face activities faculty or supervisors should ask all to:
 - Wipe down any surfaces they may have touched.
 - Wash their hands with soap and water for at least 20 seconds or use hand sanitizer 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 personal cloth face mask covering often.

- *Space Rental*

Organizations wishing to rent space on campus will need to follow the same guidelines outlined in this Plan. The employee responsible for arranging the space rental will have responsibility for ensuring event organizers understand and follow the Plan's protocols. In addition to general campus guest expectations, event organizers will be expected to perform the following:

- Ensure that all participants have completed the self-assessment Health Screening questionnaire (recommended to complete prior to coming to campus for events). It is the responsibility of the event organizer to ensure that all participants show the Health Screening green screen allowing them to be on campus. If participants do not complete the Health Screening Questionnaire, they would not be allowed to participate in any training on campus. This applies to activities inside campus or outside on campus property.
- Any vehicles that may be shared among drivers using the Decision Driving Range, must be cleaned and disinfected between uses. This includes the vehicle's door handles and interior. CECT staff will work through their supervisor to ensure cleaning and sanitation supplies are provided on site from Facilities.
- Ensure that all participants wear masks or a face covering.

Communications and Training

To ensure the protocols outlined in this plan are followed, DCTC Human Resources will be training all supervisors in using the **Employee Checklist to Return to Campus** and the **Employee Questionnaire**. Employees who are expected to work on campus will also receive return-to-work training. Employees should bring any questions or concerns to their supervisor right away.

Expectations for maintaining appropriate handwashing, mandatory mask requirements, completion of the self-assessment health screening questionnaire, social distancing, and housekeeping will be communicated to employees, students, and guests in multiple ways:

- This Preparedness Plan will be available on the DCTC COVID-19 website landing page at <https://www.dctc.edu/support-services/health-services/coronavirus/>.
- Email communications for students, faculty, and staff will set expectations for conducting and participating in in-person, face-to-face activities on campus.
- Ongoing updates will be sent via emails and updates will also be made to the DCTC COVID-19 website landing page as needed at <https://www.dctc.edu/support-services/health-services/coronavirus/>
- Signs will be posted at entrances regarding social distancing guidelines, required hygiene practices, and the requirement to use face masks.
- Signs will also advise employees, students and guests not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

This plan has been certified by DCTC leadership and was shared and posted throughout the campus community on August 21, 2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Michael Berndt". The signature is written in a cursive style with a long, sweeping underline.

Michael Berndt
President, Dakota County Technical College