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 developed this Back-to-Campus Preparedness Plan following 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*.

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:

- 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.

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.

### 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 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?*
- *Will facemasks or other PPE be required to safely offer 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.

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Health Questionnaire

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

- A designated employee will cover the health questionnaire with students in all classroom/lab settings/athletic fields.
- A designated employee will conduct the health questionnaire for prospective students or those using the open computer lab.
- A designated employee will conduct the health questionnaire with employees daily who are required to work on campus. Employees must have the Tennessen 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 verbally or via a web-based or a paper form.

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

If all three of the above are no, the individual can enter campus including athletic fields. The individual will be required to wash 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 72 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 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.

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: 7 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, conference room) until they can be return home.

• Facilities will properly sanitize and clean all campus areas occupied by a sick or symptomatic employee, student, or guest following CDC and MN DOH 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.

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.

DCTC rolled out the paid COVID-19 leave policy and request form on March 18, 2020 to state agency employees. Generally, all employees who can telework should. Employees who cannot telework may be reassigned or redeployed. For employees who can’t telework or be reassigned or redeployed, paid COVID-19 Leave is available.

Additionally, the federal government emergency coronavirus relief package in effect includes paid sick leave benefits for employees who must take time off because of the spreading virus, as well as expanded Family and Medical Leave Act (FMLA) benefits for leave for school and childcare closures due to COVID-19. Minnesota State has updated the state policy to comply with the federal law. The revised policy is posted on MMB’s website and is effective April 1, 2020.

The April 1, 2020 revised Paid COVID-19 Leave policy includes addition of the following:

- Paid school care leave for kids under 18, rather than only 12 and under.
  - For kids older than 12, this is another use of FMLA leave. It is limited to a total of up to 12 weeks of FMLA at 2/3 pay, and runs concurrently with employees’ existing FMLA leave balance. The remaining 1/3 can be supplemented with accrued vacation or comp time. The total amount of FMLA leave available to any employee eligible for both FMLA and this leave will not exceed 12 workweeks in the fiscal year.
  - Employees who have already exhausted their FMLA balance for the fiscal year are limited to up to 80 hours of this leave (pro-rated for part-time employees) at 2/3 pay. The remaining 1/3 can be supplemented with accrued vacation or comp time. At this time, we will not impose these caps and limitations on school leave for younger kids or children with disabilities who need care.
- Care leave for individuals other than family members.
  - This is limited to 80 hours (pro-rated for part-time employees) at 2/3 pay. The remaining 1/3 can be supplemented with accrued vacation or comp time. At this time, we will not impose these caps and limitations on care for family members.
  - DCTC expanded some uses for the employee’s health and caring for others, but generally our prior policy already provided the benefits required by federal law, and more.

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.

**Handwashing and Prevention Etiquette Protocols**

DCTC is reconfiguring 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 MN DOH 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:
• 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 MN DOH, 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 is reconfiguring 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
• 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 a sign of respect for others. It is recommended that all employees, students, and guests wear a mask or cloth face covering while on the campus including athletic fields. If
social distancing cannot be maintained wearing a mask 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.
- Wearing a mask or cloth face coverings does not protect you from others who may spread the virus. So, whether or not you wear a mask or cloth face coverings, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- 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 MN DOH 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 10 should be done virtually.
• Masks or cloth face coverings are required for spaces where social distancing cannot be maintained.
• 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 basis depending on defined program needs and classroom requirements.
• Employees can use other personal protective measures, such as their own cloth face coverings, as appropriate.

Housekeeping

**Shared Cleaning & Disinfecting Responsibility for Classrooms, Labs, and Work Areas**
DCTC expects all campus community members to follow the MN DOH 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.
• Cleaning and disinfecting supplies will be provided by 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, labs, and classrooms used 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, 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 if that cannot be done, a mask or face covering will be worn. Only groups of 10 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 10 or fewer will be allowed in a classroom at one time.
- Clean and disinfect frequently touched surfaces.
- Wear cloth face covering where activities may require interactions within 6 feet for an extended period of time, and the covering does not interfere with wearer’s vision.
- 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.
- 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).
  - Keep class sizes small; never more than 9 students.
  - Use larger classrooms when feasible.
  - Arrange classroom furniture and equipment to allow for more space between people.
  - 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 hands after session.
  - Require faculty and students wear cloth face coverings when social distancing cannot be maintained.
- 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 before leaving the area or building.
o 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.

o Wash personal cloth face mask covering often. This is especially important after group work or when social distance guidelines were not able to be met.

Checklist/Guidance for In-Person Activities

On-Site Instruction: 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.

- The programs/faculty offering limited onsite instruction will work on a plan utilizing the In-Person Instruction Checklist.
- The In-Person Instruction Checklist will be updated accordingly when a system-wide policy decision is made.
- The In-Person Instruction Checklist will be approved by the programs Academic Dean prior to instruction taking place.

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:

- Asking participants to report whether they are currently experiencing coughing, shortness of breath, or two or more of the following conditions: fever, chills, headache, sore throat, muscle pain, loss of taste or smell. If they report meeting these conditions, they would not be allowed to participate in any training that would involve interpersonal interaction.
- 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. The college will ensure cleaning and sanitation supplies are provided on site.

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, respiratory etiquette, 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 recommendation 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 June 2, 2020. It will be updated as necessary.

Certified by:

Michael Berndt
President, Dakota County Technical College