COVID-19
Back to Campus Preparedness Plan

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COVID-19 Back-to-Campus Preparedness Plan

Northland Community and Technical College (Northland) is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Northland leaders and supervisors have our full support in enforcing the provisions of this Plan. The initial guide is that if employees are able to continue to effectively tele-commute/work remotely then that is the best course of action.

We are serious about safety and health and keeping our students and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to administrators, supervisors, and employees;
- 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 are encouraged to self-monitor for signs and symptoms of COVID-19. For the safety and well-being throughout the college community, it is important that employees and students stay home if symptoms are present or to go home if symptoms develop throughout the day. The following procedures are being implemented to assess health status for employees and students and request personal responsibility to self-monitor and report when they are sick or experiencing symptoms.

Faculty for Student Screening: Faculty in academic programs have been provided screening questions which will be read to students to conduct student screening on a daily basis. If a student feels they would answer YES to any of the screening questions, they are to notify the faculty member immediately, who will remove them from class. In addition, students should inform their respective faculty member if they develop symptoms throughout the day.

Supervisors for Employee Screening: The COVID Preparedness Plan will be distributed to all employees. The screening questions are included in the pandemic plan. Employees are to notify their supervisor or Human Resources if they answer YES to any of the screening questions. In addition, employees are to follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work.
As an additional safeguard, the IT Department has instituted a popup message that will appear when an employee logs on to their computer as follows:

Do you have ANY of the below symptoms?
1. COUGH (New or Worsening): YES / NO
2. SHORTNESS of BREATH (New or Worsening): YES / NO
3. OR, TWO (2) or more of the following symptoms: YES/NO
   - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
   - Chills, Headache, Sore Throat, Muscle pain, Loss of taste or smell
4. Have you had contact with any persons with known COVID-19 illness or suspected symptoms?

Immediately notify your supervisor or HR if you answered YES to ANY of the above.

If a student self-identifies or responds affirmative to exhibiting symptoms, the faculty member is to provide the following information to their supervisor:

- Name
- Academic Program
- Contact (phone number)

If an employee self-identifies or responds affirmative to exhibiting symptom or the supervisor receives student information from a faculty member, the supervisor is to provide the following information to Cory Feller and/or Shannon Jesme:

- Name (Employee or Student)
- Academic Program (if a student)
- Contact (phone number)

It is important to note that employees and students stay home if symptoms are present or to go home if symptoms develop throughout the day, once notification has been completed.

Cory Feller and/or Shannon Jesme will follow the guidance from the System Office and the CDC. For each positive event related to COVID-19, the CDC guidelines will be followed for tracking purposes and to ensure protocol is adhered to for each unique circumstance. It is important to note that if there is an exposure that warrants disclosure to the college community, it will be done so via email in a manner to maintain confidentiality of a student or employee as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. In addition, it is the policy of Northland to follow Minnesota Department of Health 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 and requiring them to quarantine for the required amount of time.

Northland through Minnesota State and Minnesota Management and Budget has leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider.
to isolate or quarantine themselves or a member of their household. Communication will occur between the employee and supervisor regarding use of applicable leave. If appropriate, Human Resources Department will communicate with the employee regarding the Family Medical Leave Act (FMLA) and current MMB policy regarding COVID-19 leave.

To the extent possible, administrators and supervisors will work with employees with underlying medical conditions or who have household members with underlying health conditions to provide employees the opportunity to telework.

**Handwashing**

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All work and classroom places have hand-sanitizer dispensers in each restroom and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

**Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by placing tissues in classrooms that are scheduled for use, included in the cleaning kits provided to faculty and service areas, and by making replacement tissues available, free of charge, in the EGF and TRF Bookstores. Trash receptacles are available in work and classroom places. Northland will place posters regarding respiratory etiquette through the campuses. In addition, the Safety Officer will communicate, on a periodic basis, reminders to employees and students.

Masks or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees and students are encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19.

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 covering does not protect you from others who may spread the virus. So, whether or not you wear a mask or cloth face covering, 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, when possible.
- Wearing a mask or cloth face covering is recommended when social distancing cannot be maintained.
- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.
- **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

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

1. Employees that can work remotely should continue to do so. As summer progresses toward beginning of fall semester, to meet business needs, employees will transition back to campus until transition is complete.
2. Employees unable to telework can be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to campus, consider the necessity of the visit an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors, when possible.
5. Be aware of and avoid crowded spaces including break or lunchroom and restrooms.
6. Fleet vehicles will not be available until further notice. It will be necessary for employees or students who need to travel for business purposes to utilize personal vehicles and seek expense reimbursement.
7. Meetings or gatherings of greater than 25 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are recommended for spaces where social distancing cannot be maintained.
9. Donated cloth face coverings are made available, while supplies last, in the EGF and TRF Bookstores for employee use, for those who do not have personally-provided cloth face covering.
10. In frequent face-to-face contact areas, tape has been placed on the floor or physical barriers have been placed to promote social distancing.
11. Plexiglass dividers have been installed at various locations throughout the college where frequent face-to-face contact occurs with employees, students, and visitors. Employees are able to make a request for placement of plexiglass within their office/work space to their supervisor. Priority of requests for plexiglass installation will be given in those office/work space situations where six foot social distancing is not possible due to small office size. In office/work spaces where six foot social distancing is able to be maintained while interacting with other employees and/or students, requests may be considered based upon the employee rationale for the request. Priority will be given in office/work space situations where social distancing is not able to be maintained due to office/work space size and availability of plexiglass product.
12. Employees are to contact Cory Feller, Safety Officer, to discuss/request any additional support systems or present concerns.

Employees and visitors are prohibited from gathering in groups and confined areas, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
Housekeeping

Regular 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. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

Cleaning schedule as follows; All areas that are in use will be cleaned and disinfected daily and common areas that are used more frequently (bathrooms, student services, front reception, bookstore and other common used areas) will be disinfected every two hours. We will be using approved cleaning and disinfecting and sanitizing products. Custodial staff will be assigned to clean and disinfect all areas that have been used daily and common used areas every two hours. The class instructors will involve all students to wipe down frequently touched surfaces (prior to and after each class) including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc. Cleaning and disinfectant kits will be available to the college community, refill kit materials will be available from the Facilities Department and in the bookstore. If it is found that there has been a lab diagnosed positive COVID-19 person on campus the area will be closed off for a period of 24 hours. The cleaning and sanitizing of the area will be done after the 24 hours period has taken place.

Cleaning kits have been placed in each of the academic labs and service areas which include products to help sanitize the areas before and after scheduled class. Faculty will oversee the student cleaning process of the lab to sanitize the area between each scheduled class throughout the day. Staff will utilize cleaning kits to sanitize surfaces that have been utilized in service areas after use.

Facilities department will sanitize utilized areas throughout the college at the conclusion of the business day. It is also recommended to practice good hand hygiene and wash your hands frequently. Faculty and staff will email the campus Facilities Director to replenish depleted products within the kit throughout the day.

TRF and Aerospace campuses: clinton.castle@Northlandcollege.edu

EGF campus: bob.gooden@northlandcollege.edu

Communications and Training

This plan was distributed to all employees and students on Friday, May 15, 2020, via email. An employee email was distributed on May 14, 2020, which included a link to additional training noted in Appendix A. A student email was distributed on May 15, 2020, which included a link to additional training noted in Appendix A. Additional communication and training will be ongoing, as needs arise, and provided to all employees and students who did not receive the initial communication regarding training opportunities. Employees and students are to work through this together and the communication strategies and training will be updated as necessary.

This plan has been certified by Northland Community and Technical College leadership and was shared and posted throughout the campus community Friday, May 15, 2020. It will be updated as necessary.
The Safety Officer communicated to employees, via email, on June 18, 2020, regarding additional training, sponsored by Minnesota State, for back to work titled, Minnesota State COVID-19 Return to Campus/Work Preparedness Plan Training that is available.

Plan modifications and back-to-campus transition will be discussed at an Employee Town Hall scheduled for Monday, June 29, 2020.

Certified by:

______________________________

Northland Community and Technical College President
Appendix A  Guidance for developing a COVID-19 Preparedness Plan

General
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

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.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

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

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

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

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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf
APPENDIX B  Resuming In-Person Instruction During the Ongoing COVID-19 Outbreak

In general, all students, employees, and others in the campus community are expected to:

- Stay at home if you are sick or not feeling well:
  - Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Clean and disinfect frequently touched surfaces.
- Wear cloth face covering where:
  - Social distancing (6’ separation) cannot be maintained.
  - Activities require interactions within 6’ for an extended period of time, and
  - It does not interfere with wearer’s vision.
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath.
- Monitor their health, speak up and act to the wellbeing of yourself and others.
- Take ethical responsibility for yourself, friends, family and our communities.
- When not on campus, everyone should adhere to Stay-At-Home orders, practice social distancing when out in public, and wear masks if social distancing is not an option.
  - Keep the groups small, consisting of their already existing pods of 5-10 classmates.

For in-person instruction:
Faculty are to follow the identified protocols to ensure individual and class health and safety:

- Follow MDH guidelines for screening students for COVID-19 symptoms (see Screening Guidance for In-Person Activities).
- Instruct all involved students to wipe down frequently touched surfaces (prior to and after each class) including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc. Each lab space has cleaning kits provided, please contact maintenance if you need additional products. Employees and students are not to bring in personal cleaning products to campus.
- Keep class sizes as small as possible, and generally no more than 5-10 students.
- Explore hosting smaller classes in larger rooms.
- Explore classroom arrangements that allow for more space between students; spread out desks, tables, equipment and chairs.
- 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.
- Instruct all involved students to wash their hands, cover their coughs and practice social distancing.
- Direct all to wash hands after each session.

Personal Protective Equipment (PPE):

- There is no recommendation by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for the use of PPE (surgical or N95 masks) by the general
public to include a classroom setting. These should be reserved for healthcare providers and first responders.

- Both the CDC and MDH recommend wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies).
  - Students, faculty, staff and others in the campus community may choose to do this if doing so does not interfere with doing your work safely.
  - The CDC and MDH remind all that wearing cloth face coverings does not protect you from others who may spread the virus. Whether or not you wear a cloth face covering you should still stay at home if you are sick, wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.

Faculty and students in academic programs where social distancing (6’ separation) cannot be maintained, are to wear cloth face coverings. Faculty have been provided donated cloth face coverings to provide (one) to each student who does not have a personally-provided cloth face covering. Faculty who do not have a personally-provided cloth face covering are able to use a donated cloth face covering as well. Each student and faculty member are responsible to clean/wash cloth face coverings. It is recommended that cloth face coverings are cleaned/washed after each daily use.

Employees who are able to practice social distancing by keeping at least 6 feet of space between people are not required to wear cloth face coverings; however, any employee is afforded the opportunity to wear a personally-provided cloth face covering while in the work environment. For employees who do not have a personally-provided cloth face covering but desire to wear one in the work environment, a donated cloth face covering may be obtained from the EGF or TRF Bookstore, while donated supplies last.
APPENDIX C  STUDENT SCREENING for COVID-19 to Participate in In-Person Campus Activities

Prior to beginning in-person, face-to-face activities beginning May 18, 2020, faculty are to read the screening questions to students to conduct screening on a daily basis for symptoms consistent with COVID-19:

- Ask if the student has ANY of the following symptoms:
  1. Do you have a COUGH (New or Worsening): YES / NO
  2. Do you have SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, Do you have TWO (2) or more of the following symptoms: YES/NO
     - 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 student can participate in the academic program. The student must proceed to wash their hands before having any contact with other students or employees.

- If a student feels they would answer YES to any of the screening questions, they are to notify the faculty member immediately. The faculty member will inform the student they WILL NOT BE ALLOWED to participate and will be asked to return home. They should then stay home until:
  o They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  o Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  o At least 10 days have passed since their symptoms first appeared

If an individual becomes sick during the day, ask them to go home.

NOTE: It is also important to remind students 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.

Follow-Up: At the conclusion of in-person, face-to-face activities faculty should ask all students 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.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their instructor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.
APPENDIX D  EMPLOYEE SCREENING for COVID-19 to Participate in In-Person Campus Activities

Beginning May 18, 2020, screen protocols are implemented throughout the college community for employees and students. Employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess health status for employees and request personal responsibility to self-monitor and report when they are sick or experiencing symptoms.

Employees are to notify their supervisor or Human Resources if they answer YES to any of the screening questions. In addition, employees are to follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work.

As an additional safeguard, the IT Department has instituted a popup message that will appear when an employee logs on to their computer as follows:

Do you have ANY of the below symptoms?

4. COUGH (New or Worsening): YES / NO
5. SHORTNESS of BREATH (New or Worsening): YES / NO
6. OR, TWO (2) or more of the following symptoms: YES/NO
   ▪ TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
   ▪ Chills, Headache, Sore Throat, Muscle pain, Loss of taste or smell
7. Have you had contact with any persons with known COVID-19 illness or suspected symptoms?

Immediately notify your supervisor or HR if you answered YES to ANY of the above

• If ALL three of the ABOVE are NO, the employee can work within the college. The employee must proceed to wash their hands before having any contact with other students or employees.
• If ANY of the ABOVE are YES, the employee WILL NOT BE ALLOWED to work within the college and will be asked to return home. The employee should then stay home until:
   o No fever for at least 72 hours (without the use of fever reducing medications) AND
   o Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
   o At least 10 days have passed since symptoms first appeared

If an employee becomes sick during the day, they should notify their supervisor and proceed home. It is also important to note that if an employee 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.

At the conclusion of the work day, employees should:
• 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.
• Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their supervisor, and seek medical attention as symptoms warrant.
• Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or employees.
APPENDIX E  Important student information for participating in face-to-face activities on campus

Beginning May 18, 2020

Your health and safety, and that of all students, employees, and others in our campus community, is important to us. This is a shared responsibility. Please adhere to the following as you plan your return to campus:

- Stay at home if you are sick or not feeling well:
  - Contact your instructor to let them know and get any specific instructions.
  - Contact a healthcare provider should symptoms persist or worsen.
- Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Wear a cloth face covering in settings where social distancing cannot be maintained. If you have a cloth face covering, you are encouraged to wear it on campus. If you do not have one, please ask your instructor for one and it will be provided. Each student is responsible to clean/wash personal cloth face coverings. It is recommended that cloth face coverings are cleaned/washed after each daily use.
- Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.
- Do not cluster beyond study needs outside of class.
- You will be screened each day when you enter class for the following:
  1. COUGH (New or Worsening): YES / NO
  2. SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, TWO (2) or more of the following symptoms: YES/NO
     ▪ 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, you can participate in the academic program. You must proceed to wash your hands before having any contact with other students or employees.
- If ANY of the ABOVE are YES, you WILL NOT BE ALLOWED to participate in the academic program and will be asked to return home. You should then stay home until:
  - No fever for at least 72 hours (without the use of fever reducing medications) AND
  - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  - At least 10 days have passed since symptoms first appeared

If you become sick during the day, you will be asked to go home.
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched objects and surfaces.

cdc.gov/coronavirus
APPENDIX F  Keep Your Electronics Clean

Tips for Electronic Hygiene You Can Start Today

March 23, 2020 | Technology

We use technology every day – for entertainment, work, communication, and so much more. However, we may not have the same cleaning routines for our technology devices that we do for other objects that we touch every day.

As we become more aware about the impact of bacteria and virus transmission on our health and communities, take the time to develop hygiene routines for your devices:

- Cell phones, tablets, desk phones
- Computer and laptop keyboards, touchpads, mice and on/off buttons.

There are two ways to remove germs from mobile devices and computers:

1. **Cleaning**: physical removal of germs and impurities from surfaces through washing. This does not kill the germs, but it removes them from the surface and lessens the chance of transmission. This is like washing your hands with soap.

2. **Disinfecting**: using chemicals to kill the germs residing on surfaces. Disinfecting does not necessarily "clean" the surface, but it rids the surface of live viruses and bacteria. The CDC states that disinfecting a surface after cleaning it can further lower the risk of spreading germs. This is like using sanitizer on your hands.

**Clean First, Then Disinfect**

Before you Start

1. Consider using gloves while cleaning your equipment. If gloves are used, properly dispose of the gloves and immediately wash your hands with soap and water.

2. Turn off the device before cleaning or disinfecting it.

3. When wiping down any device or technology hardware with a disinfectant wipe, squeeze out excess liquid before using. Do not spray any liquids directly onto an electronic device. **Do not use bleach for cleaning devices, as it can damage the finish.**

How to do it
1. First, clean the surfaces using soapy water and a hand towel (squeeze out excess liquid). Removing any contaminants, dust, or debris.
2. Then apply a surface-appropriate disinfectant. The quickest and easiest way to do this is with disinfecting wipes (squeeze out any excess liquid).

Disinfecting Mobile Devices

1. For Apple devices, use Clorox Wipes, or products with similar concentrations of disinfectant.
2. Samsung has not yet released information on how users can disinfect its mobile devices without damaging the screens or casing.
3. The following solutions are NOT recommended for disinfecting your cell phone or other mobile device because it could cause damage:
   - Window cleaner
   - Kitchen cleaners
   - Paper towels—they don’t disinfect, anyway
   - Rubbing alcohol
   - Makeup remover
   - Dish soap or hand soap with water
   - Vinegar

Disinfecting Laptops and Other Hardware

First, turn off the computer/laptop and disconnect the keyboard or mouse you are about to disinfect.

1. **Keyboard and laptop**: Turn them upside down and shake or tap out any crumbs, dust or dirt over a trash can. Next, wipe the keyboard with a disinfecting wipe, or spray a towel with disinfectant and wipe off the keyboard.
2. **Mouse**: Turn off or remove the batteries (if wireless) and ensure there’s not dirt or particles stuck in the scroll wheel. Next, wipe the outside of the mouse with a disinfectant wipe, or spray a towel with disinfectant and wipe off the mouse. Take care not to get liquid into openings.
3. **Laptop Touchpads**: Turn off the laptop and then wipe the touchpad with a disinfectant wipe, or spray a towel with disinfectant and wipe off the touchpad.
4. **Computer and laptop on/off buttons**: Wipe off the button and surrounding area with a disinfectant wipe, or spray a towel with disinfectant and wipe off the button and surrounding area. Be careful not to get disinfectant into the gaps between the button and the casing that surrounds it.
5. **HP laptop touch screens**: HP has very specific instructions on how to clean their all-in-one computer touchscreens, but nothing on how to clean their laptop touchscreens. In an abundance of caution for your HP laptop touchscreen, it’s best to use their instructions on how to clean their all-in-one computer touchscreens. Please note that they do not provide information on how to disinfect their laptop touchscreens.

**References**

- CNET: “[Help keep coronavirus off your phone: How to effectively clean and disinfect your device](https://www.cnet.com/how-to/clean-your-phone-and-disinfect-coronavirus/)"
- CNET: “Your keyboard and mouse are filthy. Here’s how to clean them”
- HP: “How to clean your laptop screen”
- HP: “HP PCs – Cleaning and Disinfecting your Computer”
- Service Master Clean: “How to implement best practices to disinfect hospital computer workstations and nurse workstations”

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