



COVID-19 Back to Campus Preparedness Plan

2020

9-18-20

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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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 and **Executive Order 20-81**, Requiring Minnesotans to wear a face covering to prevent the spread of COVID-19, July 25, 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.

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.

A COVID-19 self-assessment screening tool has been implemented to assess health status for employees, students and visitors at Northland. All employees, students and visitors will be required to complete the self-assessment prior to arriving on campus. Go to northlandcollege.edu/covid to access the self-assessment tool.

Student Screening: Students shall not enter the building without receiving authorization to be on campus. Faculty and employees may ask to see the authorized email or green screen notice. If students develop symptoms throughout the day they are to leave campus and inform the respective faculty member.

Employee Screening: The COVID Preparedness Plan will be distributed to all employees. The screening questions are included in the pandemic plan. If the employee checks any box other than 'None of these', a notice will show that they are not authorized to be on campus and no email will be sent. Employees are to notify their supervisor or Human Resources if they did not receive an 'authorized to be on campus' email. In addition, employees are to

follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work.

Visitors/Contractors/Vendors: All visitors, contractors, and vendors coming to campus, will be required to follow Northland's screening procedure as outlined in this plan. Signs have been posted at the entrances indicating which entrances to use to enter the facility.

Leasing Agencies: All leasing agencies including Adult Basic Education, Head Start, and CareerForce will follow their respective pandemic plans.

At the beginning of the Fall term entrances will be staffed to help provide direction for students coming on campus and to verify that the assessment has been completed. A computer has been placed at designated entrances for those who have not completed the assessment prior to coming to campus. Please be advised that compliance checks may performed at any time.

The COVID-19 self-assessment screening tool generates a daily report.

Screenshot from the self-assessment tool

Do you have or are you experiencing any of the following? Check all that apply.

A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating)?

A new cough that you cannot attribute to another health condition?

A new shortness of breath that you cannot attribute to another health condition?

A new sore throat that you cannot attribute to another health condition?

New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)?

A new headache that you cannot attribute to another health condition?

New loss of smell or taste that you cannot attribute to another health condition?

Vomiting or diarrhea that you cannot attribute to another health condition?

Are you under evaluation for COVID-19 (e.g., waiting for the results of a viral test to confirm infection)?

Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?

I have experienced **none** of these

Immediately notify your supervisor or HR if did not receive authorization to be on campus when completing the COVID-19 self-assessment.

The College will follow the guidance from the System Office, MDH 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 may have the opportunity to include additional safety protocols.

COVID-19 Notification Process

Northland values the health and safety its students, faculty, staff, and visitors. To assist with maintaining a healthy campus community, the College asks students and employees to follow these notification procedures to assist with any response to positive COVID-19 cases.

Campus COVID Contact: Initial contact will be made to Shannon Jesme who will reach out to the areas of responsibility as needed.

Students Notification Processes

1. Before coming to campus each day, a student will complete a COVID-19 self-assessment screening tool.
 - a. If the student checks any box other than 'None of these', the student will not be authorized to be on campus and should quarantine and seek medical advice.
 - b. If the medical advice is to get tested, the student should isolate until test results are received.
 - c. If the test result is positive (detected) for COVID-19, then the student should call Cory Feller, Safety officer (student Campus COVID contact)
 - d. If the medical advice is to quarantine due to symptoms or exposure, the student will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive (detected) lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive (detected) COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.

- b. Once MDH identifies the person as a student, MDH will call the Campus COVID contact to notify the College.
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases.
 - d. MDH may begin contact tracing
3. In the event of a positive (detected) COVID-19 case reported to the College by the student or someone else, the following process will be followed:
- a. The person should call the Campus COVID contact to share they (or someone) are COVID-19 positive.
 - b. Campus COVID contact will communicate with MDH to confirm the case.

Employee Notification Processes

1. Before coming to campus each day, an employee will complete the COVID-19 self-assessment screening tool.
 - a. If the employee checks any box other than 'None of these', the employee will not be authorized to be on campus and must contact the supervisor and Human Resources who will provide guidance, which may include to isolate and seek medical advice.
 - b. If the medical advice is to get tested, the employee should isolate and wait the 2-4 days for the test result.
 - c. If the test result is positive (detected) for COVID-19, then the employee should notify their supervisor and call the Campus COVID contact
 - d. If the medical advice is to quarantine due to symptoms or exposure, the employee will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive (detected) lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive(detected) COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.
 - b. Once MDH identifies the individual as an employee AND MDH believes that it is important to report this to the College due to exposure, MDH will call the Campus COVID contact for notification of a positive (detected) lab-confirmed COVID-19 case.
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases.
 - d. MDH will conduct contact tracing, which may include contacting Director of Human Resources and/or the Campus COVID contact
3. In the event of a positive (detected) COVID-19 case reported to the College by the employee or someone else, the following process will be followed:
 - a. The employee should notify his or her supervisor and should call the Campus COVID contact to share they (or someone) are COVID-19 positive.
 - b. Supervisors, once notified of a positive (detected) COVID-19 case, should notify the Director of Human Resources
 - i. The Supervisor should then take these steps:
 1. Supervisor should ask employee(s) to leave work and follow any medical advice they have received.
 2. If the Supervisor knows that the positive (detected) COVID-19 case had exposure to any employees longer than 15 minutes or more with close contact of 6 feet or less, please notify those employees that they have been exposed to a COVID-19 positive person.

According to MDH, these exposed employees should stay home for 14 days from the last day they were exposed to the person with COVID-19.

3. Track the number of days that exposed employees stay home to make sure they do not come back to work too soon.
- c. Human Resources may contact MDH of the positive (detected) COVID-19 case.

Visitor/Vendor/Contractor Notification Processes

1. Before entering campus buildings each day, a visitor, vendor or contractor will be required to complete the COVID-19 self-assessment. If they have not completed the self-assessment, a kiosk is located at designated entrances to complete the self-assessment.
 - a. If the visitor checks any box other than 'None of these', the visitor, vendor or contractor will not be given authorization to be on campus and should seek medical advice.
 - b. If the test result is positive (detected) for COVID-19, then the visitor should notify the campus COVID contact
 - c. The Campus COVID contact will communicate with MDH on positive COVID-19 cases.
2. In the event of a positive COVID-19 case reported to MDH, and the person identifies as having recently visited campus, the following process will be followed:
 - a. A positive COVID-19 case is reported to MDH by a healthcare provider or laboratory.
 - b. Once MDH determines the person had campus exposure and MDH believes it is important to report this to the College, MDH will contact the Campus COVID contact
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases
 - d. MDH may begin contact tracing, which may include contacting the Director of Human Resources and/or the campus COVID contact to assist.

Leasing Agency Notification Processes

1. Leasing agencies will follow Northland's protocol or similar approved protocol. The college and the leasing agency will communicate de-identified data in the event of a positive (detected) COVID-19 case on campus.

Other Important Reminders:

A suspected case or notice of a positive (detected) COVID-19 is serious and calls for the action identified above. At the same time there are some additional reminders that are important to keep in mind. Below is a list of dos and don'ts.

1. Each individual, with a positive (detected) COVID-19 case, has the option to notify the College of their positive test result. This is not a requirement, and no one will be compelled to notify us. However, it is our hope that the individual will notify us, so we can take appropriate steps because of this communicable virus. However, because COVID is a public health issue, information can be shared on a need-to-know basis. In the event others need to be notified of a suspected or positive (detected) COVID-19 test result, MDH and the College administration will provide guidance on how to do that.
2. Each individual's health status is a private matter, and no one should publicly declare someone as sick. This includes NOT notifying classes, office colleagues, student clubs, teams, etc. unless with specific guidance. Supervisors and instructors do have the right to ask an employee or student to go home if COVID symptoms are present.

3. Current MDH recommendations include self-quarantining, if you have contact with a COVID-19 positive person. With the fluidity of the health of our community and the demands on healthcare providers, students and employees may not have “doctor’s notes” to share with you. For the Fall 2020 semester, please extend some grace to students and colleagues who report being COVID-19 test positive. This is also true if someone has contact with someone who has COVID-19.
4. MDH will be the lead agency for contact tracing. We may be asked to assist but should not conduct our own contact tracing efforts without MDH’s request.

Masks/Face Coverings

Masks/face coverings are required on campus

Northland has developed a mask/face covering plan that is more stringent than in the Governor’s Executive Order 20-81. Following recommendations from the [CDC](#) and MDH, Northland’s Preparedness Plan only allows for the use of face shields in very limited circumstances as outlined below. **The State minimum does not supersede a higher protocol required by the institution.**

- Per EO 20-81, types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
- Face Shields are not an acceptable form of a mask except in the situations described below:
 - *Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.*

Process for requesting exceptions:

- Employees: A form is available through the Human Resources Department to request an exception for an alternate covering. Non-compliance may result in disciplinary action.
[Employee exception form](#)
- Students: A form is available through the Academic Success Center. Non-compliance may result in disciplinary action.

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. Hand-sanitizer dispensers are located throughout the campus and hand sanitizer is available through the EGF and TRF Bookstores for anyone wishing to have it.

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. Tissues and other cleaning supplies are available 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.

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. You will 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. It's also important for the wearer to avoid touching their masks, and if they do, to sanitize or wash their hands after. Additionally, if a cloth or fabric mask becomes wet or dirty, it's important to switch to a clean one. These masks should not be shared.
- Wearing a mask or cloth face covering is required. (Executive Order 20-81)
- People who are sick should still stay home. Wearing a mask or cloth face covering 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 covering 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 or cloth face covering should not be placed on young children under age 2, per recommendation of the CDC, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance.

Social Distancing

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

- Employees and students are asked to maintain six feet of distance between colleagues and visitors, when possible.
- Be aware of and avoid crowded spaces including break or lunchroom and restrooms.
- Meetings or gatherings of greater than 25 should be done virtually and in-person meetings should be extremely limited. Each room has been evaluated according to social distancing guidelines and has a room occupancy sign posted within the space.
- Masks or face coverings are required on campus with limited approved exceptions.
Employees: A form is available through the Human Resources Department to request an exception for an alternate covering. Non-compliance may result in disciplinary action.
Students: A form is available through the Academic Success Center. Non-compliance may result in disciplinary action.
- In frequent face-to-face contact areas, stickers and/or tape have been placed on the floor or physical barriers have been placed to promote social distancing.
- Plexiglass dividers have been installed at various locations throughout the college where frequent face-to-face contact occurs with employees, students, and visitors. 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/workspaces 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.

- Classrooms, labs and gathering spaces have been evaluated. These spaces have been reconfigured to meet the requirements for social distancing.
- 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. Self-care or personal employee responsibility may be utilized for frequent cleaning and disinfecting practices: 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.

Facilities cleaning schedule as follows: all areas that are in use will be cleaned and disinfected once per day in accordance with MDH guidelines 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. Facilities staff will be assigned to clean and disinfect all areas that have been used daily and common used areas every two hours. Cleaning and disinfectant kits will be available to the college community, refill kit materials will be available from the Facilities Department and/or in the Northland Store.

Faculty and Staff: Disinfectant cleaning products or cleaning kits have been placed in each of the classrooms, academic labs and service areas which include products to help disinfect and sanitize the areas at the end of the scheduled class. Faculty will oversee the student cleaning process of the lab to sanitize the area throughout the day, focusing on the equipment used and the high touch areas. Staff will utilize cleaning kits to sanitize surfaces that have been utilized in service areas after use. Please review the product labels and SDS sheets and follow manufacturer specifications.

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

Ventilation on Campus

To ensure our ventilation systems operate properly and increase circulation of outdoor air as much as possible we have:

Increased Ventilation –We have changed from a minimum of 10% to a minimum of 15% outside mixed air (note...the higher percent of fresh air added develops more cost in conditioning the air and longer a period of time for equipment

to recover). We have changed from 1 hour to 2 hours recovery time before space can be occupied, allowing for better exchange of the air within the space before it is occupied.

Improved Filtration – we have changed from replacing filters every 6 months to replacing filters every three months.

We are exploring other technologies and equipment upgrades that may improve air quality. We will be working with engineers and seek System guidance for recommendations.

Communications and Training

This plan was initially 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. A Pandemic Plan team has been assembled to monitor how effective the program has been implemented and will report observations back to administration. Employees and students are to work through this together and the communication strategies and training 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 for viewing on the Northland website.

This plan is a living document and has been certified by Northland Community and Technical College leadership and was shared and posted throughout the campus community Friday, May 15, 2020. This plan will be updated as necessary and revisions will be dated and posted.

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

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

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

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

Employees exhibiting signs and symptoms of COVID-19

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

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

Training

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

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

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.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Clean and disinfect frequently touched surfaces.
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath.
- Monitor your 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, you should adhere to the face covering Executive Order 20-81, practice social distancing when out in public, and wear masks if social distancing is not an option.

For in-person instruction:

Faculty are to follow the identified protocols to ensure individual and class health and safety:

- Students will be required to complete the COVID-19 self-assessment screening for symptoms
- 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 25 students. Within the constraints of social distancing, all classrooms and labs have been configured to their maximum occupancy. Signs have been posted with the rooms.
- Explore hosting smaller classes in larger rooms.
- 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 with limited exceptions in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies).
 - 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.

A face mask will be provided to student during the first week of the semester for those students who do not have a personally provided face mask. Cloth face masks are sold in the Northland Store for students who would like to purchase one. If a student is unable to purchase one, donated masks can be picked up through Jason Pangiarella, Student Life and Success Coordinator. Faculty have been provided 1 cloth mask to wear. If you are unable wear a face mask, please go Northland's Employee Central website and click on Human Resources under the forms tab and fill out the Face Mask exception form. 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.

APPENDIX C STUDENT SCREENING for COVID-19 to Participate in In-Person Campus Activities

Students will be required to complete a daily COVID-19 self-assessment screening for symptoms consistent with COVID-19.

Screenshot from the self-assessment tool

Do you have or are you experiencing any of the following? Check all that apply.

- A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating)?
- A new cough that you cannot attribute to another health condition?
- A new shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)?
- A new headache that you cannot attribute to another health condition?
- New loss of smell or taste that you cannot attribute to another health condition?
- Vomiting or diarrhea that you cannot attribute to another health condition?
- Are you under evaluation for COVID-19 (e.g., waiting for the results of a viral test to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?
- I have experienced **none** of these

If the student checked any of the boxes regarding/related to symptoms while completing the COVID-19 self-assessment, a notice will appear that they are not authorized to be on campus. The student should stay home until:

- At least 10 days have passed since onset of symptoms AND
- No fever for at least 24 hours (without the use of fever reducing medications)
- Other symptoms have improved (for example, when the cough or shortness of breath has improved)

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:

- Disinfect 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.

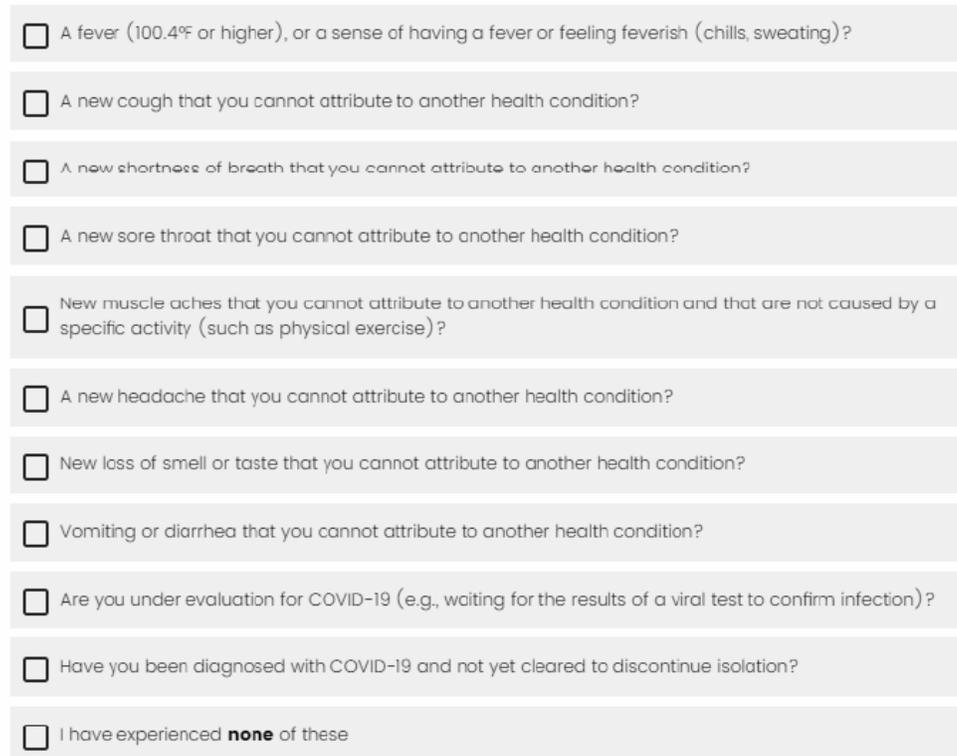
APPENDIX D EMPLOYEE SCREENING for COVID-19 to Participate in In-Person Campus Activities

Beginning August 10, 2020, new screening protocols are being 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 must notify their supervisor and Human Resources if they do not receive authorization to be on campus after completing the COVID-19 self-assessment. In addition, employees are to follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work.

Screenshot from the self-assessment tool

Do you have or are you experiencing any of the following? Check all that apply.



A screenshot of a self-assessment tool with a list of symptoms and checkboxes. The questions are as follows:

- A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating)?
- A new cough that you cannot attribute to another health condition?
- A new shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)?
- A new headache that you cannot attribute to another health condition?
- New loss of smell or taste that you cannot attribute to another health condition?
- Vomiting or diarrhea that you cannot attribute to another health condition?
- Are you under evaluation for COVID-19 (e.g., waiting for the results of a viral test to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?
- I have experienced **none** of these

Immediately notify your supervisor and HR if you did not receive authorization to be on campus when completing the COVID-19 self-assessment.

If the employee checked any of the boxes regarding/relating to symptoms while completing the COVID-19 self-assessment, the employee should stay home until:

- At least 10 days have passed since onset of symptoms AND
- No fever for at least 24 hours (without the use of fever reducing medications) AND

- Other symptoms have improved (for example, when the cough or shortness of breath has improved)

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 workday, 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 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

Effective July 25, 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.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Face covering required (Executive Order 20-81). 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 required to complete the COVID-19 self-assessment to be authorized to be on campus. You may be asked to show the authorization email once you are on campus or in the classroom.

If you become sick during the day, you will be asked to go home.

APPENDIX F Communicating Routing Protocols for Positive Tests and/or Quarantine Requirements

SCENARIO 1:

Employee Tests Positive for COVID-19

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee is notified they tested positive	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ Employee ➤ All close contacts identified by the employee ➤ Human Resources 	Employee and identified close contacts will need to follow the return to work guideline per MDH/CDC. Employee will need to be cleared to return to work by Human Resources
Stage 2	College COVID contact will begin internal process	Human Resources	<ul style="list-style-type: none"> ➤ Employee's Supervisor ➤ Others with a business need to know 	
Stage 3	CHRO will contact employee to determine recent campus activities. Email sent to all individuals identified as in the general area of the positive individual but not determined to be a close contact. (i.e – work in the same department or office suite)	Human Resources to determine on recent campus activities	<ul style="list-style-type: none"> ➤ Human Resources will provide names to Safety Officer for reporting purposes 	Based on MDH guidance, notified individuals do not need to quarantine, but should remain aware of the onset of symptoms and follow any advice from their medical professionals.
Stage 4	If employee is a faculty, strategy for continuation of class will be determined	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student within the courses for curriculum delivery purposes only 	Continue how and if continued curriculum delivery will/can happen.

Note: If an employee notifies us that they tested positive prior to receiving any communication from public health, this protocol will be initiated starting with stage 2.

Scenario 2:

Communication Protocol – Employee is a “Close Contact” with a positive test for COVID-19 whether or not they have come on campus

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee is a close contact of a positive test	Minnesota Department of Health or County Health Department or employee self -reports.	➤ COVID contact or Human Resources	Employee will need to quarantine for 14 days since the contact took place
Stage 2	College COVID contact will begin internal process	Human Resources	➤ Employee’s Supervisor ➤ Human Resources	
Stage 3	If employee is a faculty member and delivering face to face instruction, develop strategy for continuation of class	Academic Dean	➤ Faculty ➤ Student within the courses for curriculum delivery purposes only	Determine how and if continued curriculum deliver will/can happen

Note: If employee tests positive during quarantine, then the communication protocol for an employee with a positive test will be implemented.

SCENARIO 3:

Communication Protocol – Employee exhibits symptoms and/or gets a red screen on the self-screening tool

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee exhibits symptoms and/or gets a red screen on the self-screening tool	Employee	<ul style="list-style-type: none"> ➤ Supervisor ➤ Human Resources 	Did the employee answer one of the questions “yes” by mistake? If not, employee will need to monitor symptoms and contact medical provider for further direction if appropriate.
Stage 2	Human Resources will begin internal process <ul style="list-style-type: none"> ➤ Answered “yes” by mistake 	Human Resources	<ul style="list-style-type: none"> ➤ Screening tool reporting contacts 	Red screen will be verified as a mistake
Stage 3	Human Resources will begin internal process <ul style="list-style-type: none"> ➤ Employee has symptoms or been in close contact 	Human Resources	<ul style="list-style-type: none"> ➤ Employee’s Supervisor ➤ Employee 	Employee and identified close contacts will need to follow the protocol quarantine/isolate and return to work per MDH/CDC guidelines. Employee will communicate with Human Resources
Stage 4	If employee is a faculty member, develop strategy for continuation of class	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student within the courses for curriculum delivery purposes only 	Determine how and if continued curriculum deliver will/can happen

Note: If employee tests positive after receiving red screen, then the communication protocol for an employee with a positive test will be implemented

SCENARIO 4:
Communication Protocol – Student Tests Positive for COVID-19

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student is notified they tested positive	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ Student ➤ Student COVID Liaison ➤ Safety Officer 	Student and identified close contacts will need to follow the return to campus guideline per MDH/CDC. Student will need to be cleared to return to campus by Student COVID Liaison
Stage 2	Student COVID Liaison will determine if the student is in a face to face class and/or was on campus recently and if so, where	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ All close contacts identified 	Identified close contacts will need to quarantine/isolate
Stage 3	Strategy for delivering curriculum to the student is enrolled in a face to face course will be determined	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student 	Determine how the curriculum will be delivered

Student COVID Liaison: Jodi Stauss-Stassen

SCENARIO 5:**Communication Protocol – Student contacts faculty and informs them they are a positive test or are a “close contact” of a positive test**

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student is notified they tested positive or are considered a close contact to a positive test	Student	➤ Faculty member	
Stage 2	Faculty notifies student COVID Liaison	Faculty member	➤ Student COVID Liaison ➤ Safety Officer	
Stage 3	Student COVID Liaison will determine if the student is in a face to face class and/or was on campus recently and if so, where	Minnesota Department of Health or County Health Department	➤ All close contacts identified	Identified close contacts will need to quarantine/isolate
Stage 4	Strategy for delivering curriculum to the student is enrolled in a face to face course will be determined	Academic Dean	➤ Faculty ➤ Student	Determine how the curriculum will be delivered

SCENARIO 6:

Communication Protocol – Student exhibits symptoms and/or gets a red on the self-screen tool

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student receives red screen on the self-screening tool or is exhibiting symptoms	Student	<ul style="list-style-type: none">➤ Faculty/staff➤ Faculty/staff must contact student COVID liaison	Did the student answer one of the questions “yes” by mistake? If not, student will need to monitor symptoms and contact medical provider for further direction if appropriate. Student will need to be cleared to return to campus by student COVID liaison
Stage 2	Call will be made to student to determine if error or why the student received a red screen	Safety Officer	<ul style="list-style-type: none">➤ Student	Red screen will be verified as a mistake

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.

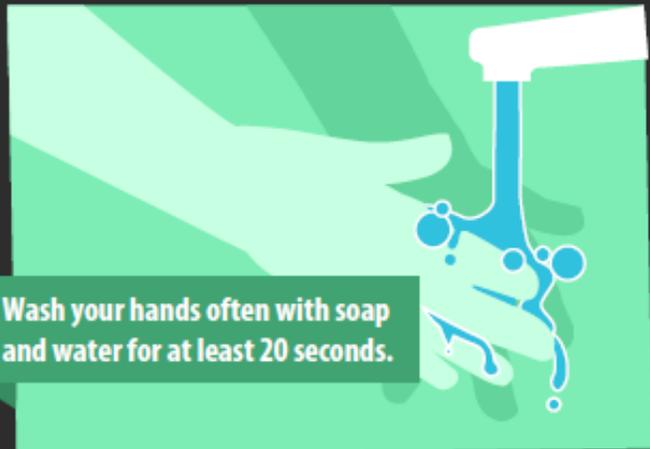
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

- CDC: "[Interim Recommendations for US Households with Disinfected/Confirmed Coronavirus Disease 2019](#)"
- CNET: "[Help keep coronavirus off your phone: How to effectively clean and disinfect your device](#)"
- 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](#)"

Permalink: <http://mn.gov/mnit/media/blog/index.jsp?id=38-424345>