



MINNESOTA STATE

Adopted May 29, 2020

revised v2 July 6, 2020

revised v3 August 10, 2020

revised v4 January 2021

Southwest Minnesota State University COVID-19 Back-to-Campus Preparedness Plan

Southwest Minnesota State University 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 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. **Southwest Minnesota State University** leaders and supervisors have our full support in enforcing the provisions of this policy.

This plan addresses the resumption of fall classes and related activities.

We are serious about safety and health and keeping our student 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 physical distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

The plan that follows is based upon the current understanding of COVID-19 conditions and guidance provided by the CDC, MDH, Minnesota Management and Budget (MMB), and Minnesota State system as of June 15, 2020. This plan will be reviewed, revised and updated as conditions change and/or new guidance is received.

Screening and policies for those exhibiting signs and symptoms of COVID-19

Employees, students, visitor, vendors, and contractors coming to campus must complete a daily health self-assessment prior to entering campus buildings. The self-assessment must be taken every day a person plans to be on campus. It can be completed in one of three ways:

- By logging onto www.minnstate.edu/CV19-SMSU, which will take you to the self-screening tool;
- With the camera on your smart phone, scanning the QR Code, which will take you to the self-screening tool. The QR Code will be on signage at each building entrance on campus;
- By filling out a paper form of the self-assessment, which will be available at the information desk at the east entrance to the Student Center, or in the Human Resources office, Bellows Academic 269.

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.

Employees, students, and any member of the public should NOT come to campus if they are sick and/or believe any of these conditions apply to them:

- (1) they have a temperature or fever greater than 100.4 degrees F or feeling feverish
- (2) they have a new or worsening cough
- (3) they are experiencing shortness of breath, chills, a new headache, a new sore throat, new muscle pain or a recent loss of taste or smell and other symptoms related to COVID 19 and/or
- (4) they have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members and the Office of the Provost immediately.

Southwest Minnesota State University through Minnesota State and Minnesota Management and Budget has implemented 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.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented through the State of Minnesota Covid-19 Paid Leave in effect through the Peacetime Emergency declarations by the Governor and Executive order 20-07.

The policy of **Southwest Minnesota State University** is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. In addition, the Human Resources office will manage any confidential medical information to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our campus 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 visitors to campus facilities should wash their hands prior to or immediately upon entering the facility. Hand sanitizer dispensers with sanitizer that is greater than 60% alcohol are available at multiple campus locations.

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 throughout our campus.

Masks / Face Coverings

Employees, students, and visitors (including contractors and vendors) are required to wear a mask or cloth face covering on campus, inside and outside of buildings when physical distancing is not possible, to prevent the spread of COVID-19.

Cloth face coverings are to cover both the nose and mouth at all times when on the SMSU campus or property with the following exceptions:*

- When outdoors, provided appropriate physical distancing can be observed.
- When eating or drinking, provided appropriate physical distancing can be observed.
- When in one's assigned apartment or residence hall room.
- When alone in an office, study area, or other private space where it is unlikely you will encounter others.
- When alone in a motor vehicle or utility vehicle used for university business.
- When an accommodation is necessary as indicated by a medical or similar subject matter expert and granted by express written permission of the University. To request an accommodation, please contact Disability Resources (students) or Human Resources (employees).

*Students and faculty in internship, clinical, and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations.

This directive will remain in effect until further notice

Masks or cloth face coverings are to 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.

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 cloth mask or face covering **does not** protect you from others who may spread the virus. So, whether or not you wear a cloth mask or 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.
- 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 N95 masks. These supplies are in high need in health care facilities to protect health care workers.
- A mask or 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.

This face covering guidance has been established to maintain the health and safety of the SMSU community, which may be at a higher risk for spread of COVID-19 due to the university setting, larger population, shared living environments, etc. Students and employees are expected to behave responsibly and with respect for themselves and for others. Any student, employee or visitor who fails to follow this guidance may be asked or directed to leave university property. However, please also recognize that, as noted above, some members of our community may be exempted from the parameters of this guidance. We ask that you practice patience and kindness as we work together to make our community safe, healthy and accommodating for all.

Physical distancing

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

1. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.

2. If teleworking is an option, it will be discussed with each employee, keeping in mind the need to provide student services to those students on campus.
3. Employees and students are asked to maintain six feet of distance between colleagues and visitors
4. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
5. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
6. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
7. Cloth face coverings are required for spaces where physical distancing cannot be maintained.
8. Campus will be open to students, staff, faculty and visitors with pre-arranged meeting. The campus asks the general public to refrain from entering the buildings. If employees are in an area that has contact with the public, signs and barriers will serve as a reminder for proper social distance length.
9. Students should report any concerns about social distancing in their classrooms or academic spaces to their faculty who will forward them to their supervisor. Students should report concerns regarding social distancing in other areas to the respective supervisor or director for that area or to any SMSU administrator. Employees should also report their concerns to their supervisor.

Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, 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 of office equipment used is a responsibility of all employees, not just general maintenance workers.

Communications and training

This plan was communicated by email to all employees and students **on or before June 1, 2020**. Training and guidelines were given to all maintenance staff in regards to proper cleaning per the CDC. Additional communication and training will be ongoing. Leaders and supervisors are to monitor how effective the program has been implemented by ensuring all housekeeping guidelines are completed appropriately and social distancing is occurring. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by Southwest Minnesota State University leadership and was shared with the campus community and posted on the University website on or before June 1, 2020. It will be updated on the University's website as necessary.

Certified by:


Kumara Jayasuriya
Southwest Minnesota State University 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

Revision July 6, 2020: Cloth face coverings are now required. Original version submitted on or before June 1, identified that cloth face coverings were strongly encouraged.